CARS
Common Access Request System
CARS - Highlights

• Entirely Online – No Paper
• HR / SA / CFS Combined
• Automatically Routes upon Submission
• All Approvals / Review / Denials done online
• Email notifications
• Status Look Up
• Training Guides [http://www.csus.edu/irt/is/cars/](http://www.csus.edu/irt/is/cars/)
• Training Available on Request
CARS – Process Flow

- Email Notifications
- Ability to look up status in each queue
- Delegated Approval Authority / Reporting To Relationships in CMS HR
SUBMITTING A CMS CARS REQUEST

1. Login to the CARS System by clicking on the button below

    Submit CARS Request

2. Log in with your Saclink username and password when prompted.
3. In the upper left of your browser window, click the “Document Retrieval” option to access the drop down menu, and select “New Form” from the available options.

Select New Form to initiate a new request.
### CMS CARS Request

#### User Identification / Status
- **Employee ID**: [Enter Employee ID]
- **Campus Email**: [Enter Campus Email]
- **Training Status DSPT**: [Enter Status]
- **Training Status FERPA**: [Enter Status]
- **Request #**: [Enter Number]
- **Request Date**: 01/22/2015
- **Status**: [Enter Status]

#### User Information
- **First Name**: [Enter First Name]
- **Middle Name**: [Enter Middle Name]
- **Last Name**: [Enter Last Name]
- **Primary Dept ID**: [Enter ID]
- **Department**: [Enter Department]
- **Job Title**: [Enter Job Title]
- **Phone**: [Enter Phone]

#### Supervisor/Manager Information
- **Supervisor Notification**: [Enter Notification]
- **Supervisor First Name**: [Enter First Name]
- **Supervisor Middle Name**: [Enter Middle Name]
- **Supervisor Last Name**: [Enter Last Name]
- **Supervisor UserID**: [Enter ID]
- **Supervisor Department**: [Enter Department]
- **Supervisor Campus Email**: [Enter Email]
- **Supervisor Phone**: [Enter Phone]
- **Supervisor Job Title**: [Enter Job Title]
- **Supervisor Primary Dept ID**: [Enter ID]
- **Preparer UserID**: [Enter ID]
- **Preparer Full Name**: [Enter Full Name]
### User Identification / Status

<table>
<thead>
<tr>
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<th>Value</th>
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<td>EmpID</td>
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<tr>
<td>Campus Email</td>
<td>CMS-T41@SACLASS CSUS EDU</td>
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<tr>
<td>Training Status DSPT</td>
<td>FINISHED</td>
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<tr>
<td>Training Status FERPA</td>
<td>FINISHED</td>
</tr>
<tr>
<td>Request #</td>
<td>864</td>
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<td>01/22/2015</td>
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<td>Status</td>
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### User Information

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<thead>
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<th>Value</th>
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<tr>
<td>First Name</td>
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<tr>
<td>Middle Name</td>
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<tr>
<td>Last Name</td>
<td>CMS TRAINING</td>
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<tr>
<td>Primary Dept ID</td>
<td>76700</td>
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<tr>
<td>Job Title</td>
<td>REGULAR STAFF</td>
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<tr>
<td>Phone</td>
<td>916/278-4079</td>
</tr>
<tr>
<td>Department</td>
<td>DEVELOPMENT</td>
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### Supervisor/Manager Information

<table>
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<tr>
<td>Supervisor First Name</td>
<td>ACCOUNT 54</td>
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<td>Supervisor Middle Name</td>
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<tr>
<td>Supervisor Last Name</td>
<td>CMS TRAINING</td>
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<td>Supervisor UserID</td>
<td>CMS-T54</td>
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<td>Supervisor Campus Email</td>
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<td>Dean/VP UserID</td>
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<td>Supervisor Primary Dept ID</td>
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<td>Preparer Department</td>
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<td>Preparer Campus Email</td>
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<tr>
<td>Preparer Full Name</td>
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### Low Risk

**Current Roles**

Role Descriptions located here:

http://www.csus.edu/irt/is/cms-access/index.html

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**Low Risk Role Request**

- **CFS Low Risk Role Action**
- **CFS Low Risk Role Type**

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**Other Roles / Special Instructions**

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**Delegation of Fiscal Authority (Click on the Legend below for more information)**

<table>
<thead>
<tr>
<th>Authorized Department ID</th>
<th>REQ</th>
<th>TVL</th>
<th>DP</th>
<th>ET</th>
<th>BT</th>
<th>PC</th>
<th>OS</th>
<th>OTH</th>
</tr>
</thead>
</table>
### Supervisor Approval

**Supervisor Signature**
CMS TRAINING, ACCOUNT 54

**Date**
12/02/2014

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### SACRAMENTO STATE
Redefine the Possible

**CMS CARS Request**

- **User & Approval Info**
- **CFS Role Request**
- **SA Role Request**
- **HR Role Request**

**User Identification / Status**
More Information, FAQs

www.csus.edu/irt/is/cars

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Thank You!

Q & A