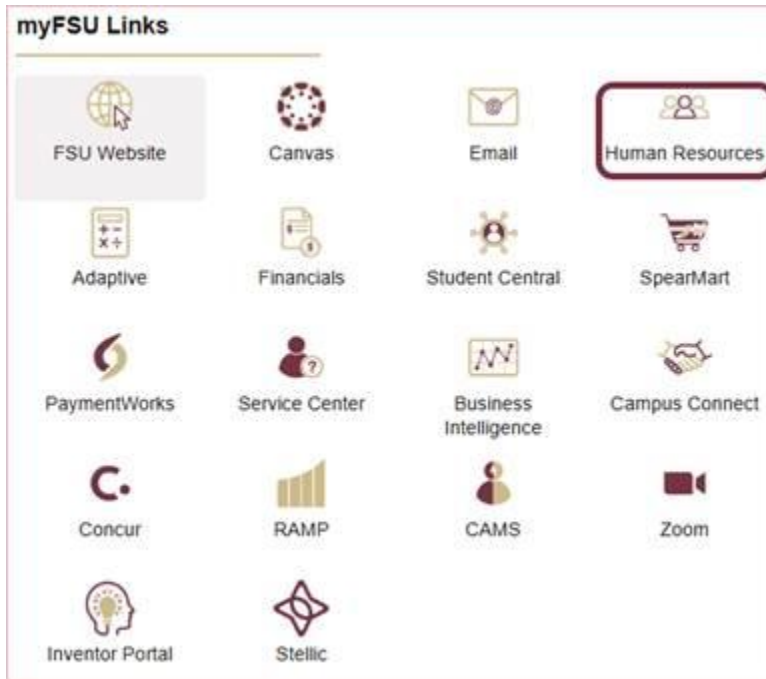


e-ORR Role Requests for Graduate Stellic Access

1. Go to **my.fsu.edu** and log on with your FSUID and password. Your portal page appears.
2. On the left-hand side of the portal page, click the **Human Resources (HR)** link.



3. From Employee Self-Service Homepage, select **eORR Online Role Request** tile

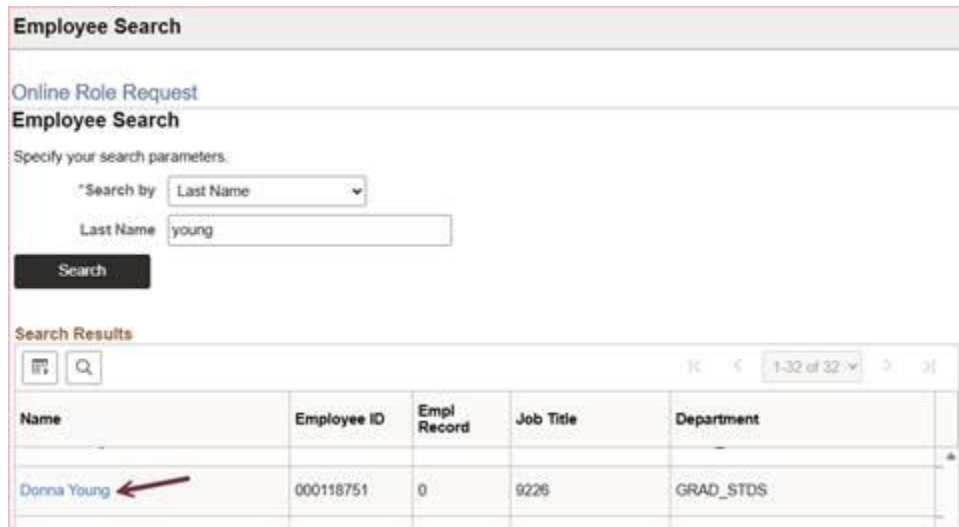


4. Select **Submit Request – Add/ Remove Role**.



e-ORR Role Requests for Graduate Stellic Access

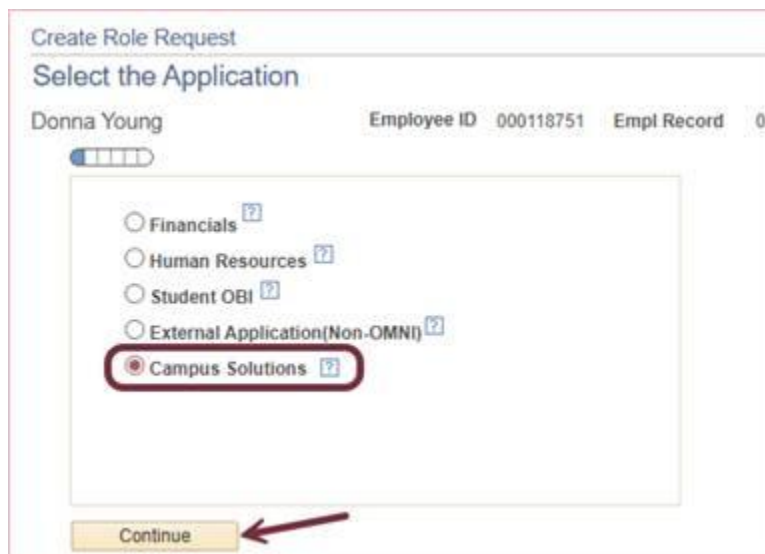
5. Search by your **Last Name** or your **Employee ID** (EmplID) and select your name in the **Search Results** pane.



The screenshot shows the 'Employee Search' section of the 'Online Role Request' portal. It includes a search form with a dropdown for 'Search by' set to 'Last Name' and a text input for 'Last Name' containing 'young'. A 'Search' button is below the input. Below the search form is the 'Search Results' section, which displays a table of results. The first result, 'Donna Young', is highlighted with a red arrow pointing to her name. The table has columns for Name, Employee ID, Empl Record, Job Title, and Department.

Name	Employee ID	Empl Record	Job Title	Department
Donna Young	000118751	0	9226	GRAD_STDS

6. The **Create Role Request/Select the Application** pane appears. Choose **Campus Solutions** and click **Continue**.



The screenshot shows the 'Create Role Request' section, specifically the 'Select the Application' pane. It displays the user's name 'Donna Young' and their 'Employee ID' '000118751' and 'Empl Record' '0'. Below this is a list of application options: Financials, Human Resources, Student OBI, External Application(Non-OMNI), and Campus Solutions. The 'Campus Solutions' option is selected, indicated by a red circle and a red arrow. A 'Continue' button is at the bottom, also indicated by a red arrow.

e-ORR Role Requests for Graduate Stellic Access

7. The **Create Role Request/Select Action** pane appears. Select **Add** and click **Continue**.

The screenshot shows a web interface titled "Create Role Request" with a sub-header "Select Action". Below the header, the employee's name "Donna Young" is displayed next to a progress bar with four segments, the first of which is filled. To the right, the fields "Employee ID" (000118751) and "Empl Record" (0) are shown. A central box contains the question "Do you want to add or delete role(s) for this employee?" with two radio button options: "Add" (which is selected) and "Delete". At the bottom of the pane are two yellow buttons labeled "Back" and "Continue".

8. The **Create Role Request/Select the Roles for Campus Solutions Application** pane appears. Select **Both** and click **Continue**.

The screenshot shows a web interface titled "Create Role Request" with a sub-header "Select type of Roles for Campus Solutions Application". Below the header, the employee's name "Donna Young" is displayed next to a progress bar with four segments, the first of which is filled. To the right, the fields "Employee ID" (000118751) and "Empl Record" (0) are shown. A central box contains three radio button options: "Central Office Roles", "Department Roles", and "Both" (which is selected). At the bottom of the pane are two yellow buttons labeled "Back" and "Continue".

9. The available security roles appear. Scroll down and select **FSU_STELLIC_GRADUATE_ACCESS**. Scroll to the bottom and click **Continue**.

e-ORR Role Requests for Graduate Stellic Access

10. The **Create Role Request/Role Entry for Campus Solutions Application** pane appears.
11. In the **Reason for Request** drop-down box select **Other**.
12. In the **Justification** text box type **Required for Stellic Graduate Audit Review**.

Create Role Request
Role Entry for Campus Solutions Application

Donna Young Employee ID: 000118751 Empl Record: 9

General Information

Reason for Request: Other - Enter comments... *Justification: Required for Stellic Audit Review

Request Status: Pending
Department: 113000 The Graduate School
Supervisor: 100395358 Beck, James Patrick
Created On: 02/02/2026 By: DY24F
Last Updated: By:

Following roles are already assigned to this employee in Campus Solutions Application

Role Name	Description
FSU_STELLIC_GRADUATE_ACCESS	FSU_STELLIC_GRADUATE_ACCESS

Back Submit

13. Click **Submit**. The **Create Role Request/Submit Confirmation** pane appears with a compliance notice.
14. Click **OK** if you agree to the terms.
15. The **Approval Monitor** pane appears. Click **Submit**.