# PeopleSoft Consultant Checklist: Access to Cornell University’s Environment

Consultant name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consultant email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vendor organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application consultant is working on: **PeopleSoft**

Use this form to track progress setting up consultant access to Cornell’s services. Details for each task are online:   
<https://it.cornell.edu/guides/peoplesoft-checklist>

| **Step** | **Task** | **Status** | **Notes** |
| --- | --- | --- | --- |
| **1** | **Create a Sponsored NetID and Cornell email address for the consultant.** <https://it.cornell.edu/guides/peoplesoft-checklist/create-consultants-sponsored-netid-and-cornell-email-address> | □ Complete □ In Progress  □ N/A | NetID:\_\_\_\_\_\_\_@cornell.edu |
| **2** | **Submit attestation** <https://it.cornell.edu/guides/peoplesoft-checklist/submit-attestation> | □ Complete □ In Progress  □ N/A |  |
| **3** | **Arrange VPN service for the consultant.** <https://it.cornell.edu/guides/peoplesoft-checklist/arrange-vpn-service> | □ Complete □ In Progress  □ N/A |  |
| **4** | **Prepare for two-factor authentication** <https://it.cornell.edu/guides/peoplesoft-checklist/prepare-two-factor-authentication> | □ Complete □ In Progress  □ N/A |  |
| **5** | **Arrange NetID access to PeopleSoft Tools Virtual Machines** <https://it.cornell.edu/managing-vendors/arrange-netid-access-peoplesoft-tools-virtual-machines> | □ Complete □ In Progress  □ N/A |  |
| **6** | **Arrange for PeopleSoft developer access, permits and permissions** <https://it.cornell.edu/managing-vendors/arrange-peoplesoft-developer-access-permits-and-permissions> | □ Complete  □ In Progress  □ N/A |  |
| **7** | **Obtain Application Designer password, set up access to PeopleSoft Tools and create Application Designer shortcut.** <https://it.cornell.edu/managing-vendors/obtain-application-designer-password-set-access-peoplesoft-tools-and-create> | □ Complete  □ In Progress  □ N/A |  |
| **8** | **Connect to SQL Developer.** <https://it.cornell.edu/managing-vendors/connect-sql-developer> | □ Complete  □ In Progress  □ N/A |  |
| **9** | **Add consultant to Remedy** <https://it.cornell.edu/managing-vendors/add-consultant-remedy-support-group> | □ Complete  □ In Progress  □ N/A |  |
| **10** | **Set up a SecurID PIN and log in to servers** <https://it.cornell.edu/guides/peoplesoft-checklist/set-securid-pin-and-log-servers> | □ Complete □ In Progress  □ N/A |  |
| **11** | **Provide access to Unanet and how-to documentation** <https://it.cornell.edu/managing-vendors/provide-access-unanet-and-how-documentation> | □ Complete □ In Progress  □ N/A |  |
| **12** | **Review security guidelines.** <https://it.cornell.edu/guides/peoplesoft-checklist/review-security-guidelines> | □ Complete □ In Progress  □ N/A |  |