

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**

Print out and 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	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	NetID: _____@cornell.edu
2	Submit attestation https://it.cornell.edu/guides/peoplesoft-checklist/submit-attestation	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	
3	Arrange VPN service for the consultant. https://it.cornell.edu/guides/peoplesoft-checklist/arrange-vpn-service	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	
4	Prepare for two-factor authentication https://it.cornell.edu/guides/peoplesoft-checklist/prepare-two-factor-authentication	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	
5	Arrange NetID access to PeopleSoft Tools Virtual Machines https://it.cornell.edu/managing-vendors/arrange-netid-access-peoplesoft-tools-virtual-machines	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	

Step	Task	Status	Notes
6	Arrange for PeopleSoft developer access, permits and permissions https://it.cornell.edu/managing-vendors/arrange-peoplesoft-developer-access-permits-and-permissions	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> 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	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	
8	Connect to SQL Developer. https://it.cornell.edu/managing-vendors/connect-sql-developer	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	
9	Add consultant to Remedy https://it.cornell.edu/managing-vendors/add-consultant-remedy-support-group	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> 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	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	
11	Review security guidelines. https://it.cornell.edu/guides/peoplesoft-checklist/review-security-guidelines	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress <input type="checkbox"/> N/A	