



Grants Dashboard: How to Access

To request access to the Grants dashboard please follow the following steps:

1. Check with your College/School budget manager and verify you have PeopleSoft reporting security grants with "All Accounts" access (required for grants dashboard)
2. Open up a ticket in Jira:

<https://chapman.atlassian.net/servicedesk/customer/portals>

1. Select Financial Services
2. Select Security & Workflow
3. Summary - Request Grants Dashboard Access
4. Description - Request Grants Dashboard Access
5. Additional Request Participants - enter your supervisor's name and budget manager