Use CalAccess to Obtain Access to Cal Answers Custom Queries and Reports


2. On the Initiate New Access Request page, select “Cal Answers Student-Restricted Data” from the drop-down menu.

3. On the Provide Access Request Details page, select the role(s) you would like to access. You can add more than one role by clicking the plus sign.

4. If the selected role requires more access details, additional choices will appear in the Type of Access column next to the role.

5. When complete, click “Submit.”
6. On the Verify Manager page, confirm the individual given is your manager.

If the manager is correct, select “Yes” and then “Submit.”
   • After submitting, you will receive an email throughout each step in the approval progress. The length of time it takes to gain access is fully dependent on the manual approvals.

If the manager is incorrect, select “No” and then “Submit.”
   • If the information is incorrect, contact your Departmental HR Manager, or, if your department is being serviced by Campus Shared Services (CSS), visit the CSS website and submit a ticket to have your information updated. If you select No, only those roles that do not require your manager’s approval, if any, will be processed at the moment. Once your manager info is corrected, you must log back in to CalAccess, select this access request again, and verify the manager information. The roles you requested that need your manager’s approval will then be processed.
7. Check the upper right hand corner box for requests pending approval. This is the section where requests that are held up can be viewed. If the request is in this box, the access has not been granted at the database level.

8. You can also check the status of your access request by looking at the “My completed requests” box on the bottom right of your CalAccess Dashboard.