View Authorized Driver Status in Peoplesoft

https://cfo.asu.edu/defensive-driving-training

Department Security Roles

Access will available by 11/1

- **Dept DL Admin View:**
  - Only for departmental monitoring compliance
  - Navigation: ASU Customization > ASU Security >Manage Security Requests > Create Security Request

1

To view information for authorized driver, navigate to the Driver Authorization Status page in Peoplesoft. If you do not have access, request the **Dept DL Admin View Only** role which will allow managers to see employees in their department.

> If the employee/volunteer is outside of your department, you will need to ask that employee/volunteer's Department HR Specialist for their status. To check the status of a volunteer use the HR Analytics Authorized Driver report.

2

The **Driver Authorzation Status page** allows you to view by employee ID or department ID, under select custom filters.

3

Then click the **Driver Data tab.** This will show you the status and allow you to update the driving requirement. It should be optional for faculty/staff traveling on ASU business. Once updated, click the submit button to save any changes.