

Data Processing (DP) Requests for Clarion University Faculty & Staff

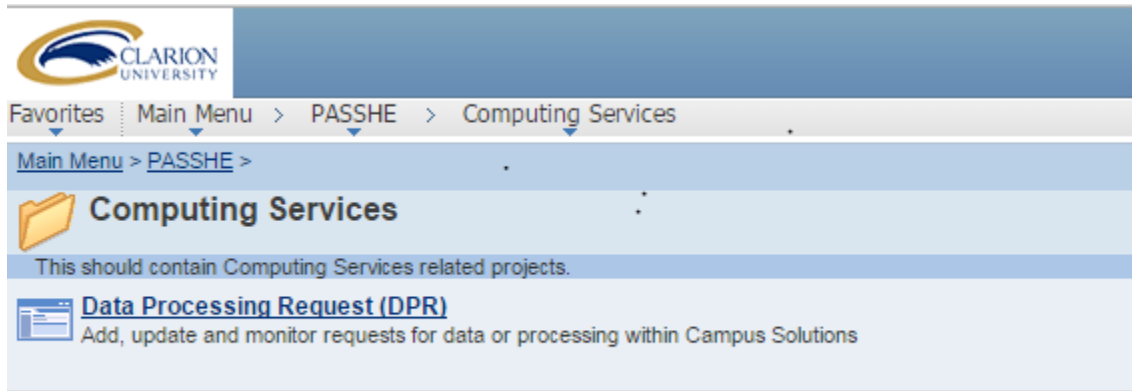
To utilize the DP request system,

1) Go to www.clarion.edu/myclarion and select “Login”.

2) Select the **Campus Solutions** link

Note: For additional information on Campus Solutions, please refer to the [Campus Solutions Reference Guide](#) page

3) Navigate to Main Menu > PASSHE > Computing Services > Data Processing Request (DPR)



4) DPR Form Tips

a) To add a new request click the Add a New Value tab and then the <Add> button.

b) To find an existing request, click the Find an Existing Value tab (default), fill in any search criteria and click the <Search> button.

c) To regenerate existing requests, find the existing request, click the Regenerate Request button at the bottom of the page, make any needed changes to the comments and dates and save.

**** When you are finished in Campus Solutions, always remember to select “Sign Out” from the top right corner of any page.**

Questions? Please contact the [Computing Services Help Desk](#)