

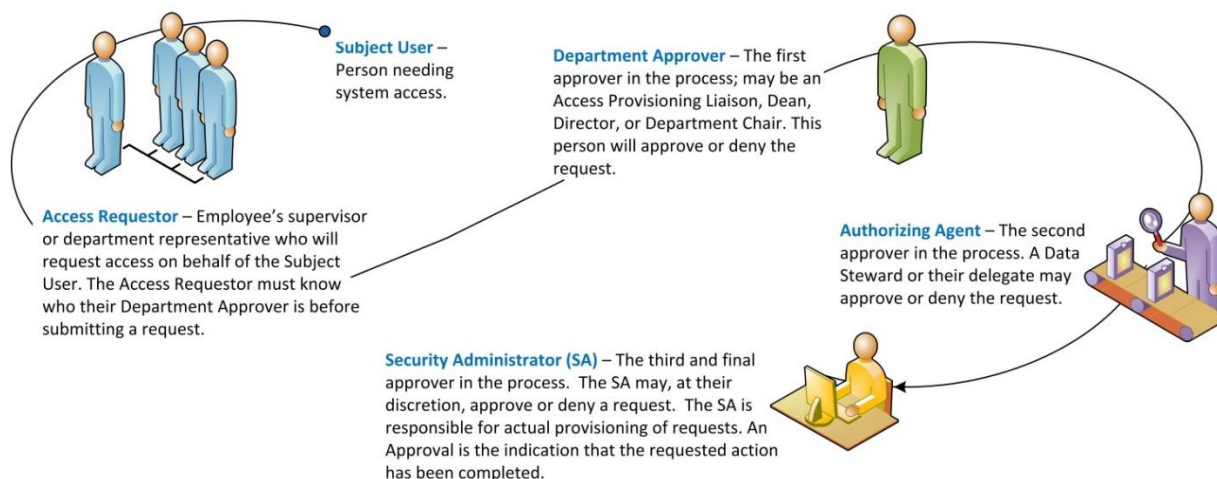
## Application Access Provisioning - Overview and Requirements

### Overview

The UAccess Access Provisioning Tool (APT) is used to request access to, as well as removals from, all UAccess Systems. Access may be requested for Employees, Students, or Designated Campus Colleagues (DCCs). This Quick Reference Guide will help you through the process.

### Understanding the Access Request Process Workflow Roles

Several functional participants are involved in the provisioning process. Timely completion of each step in the process is critical to successful and timely provisioning. In some cases, prerequisites may be required to be completed involving additional groups.



### Home

Access request and approval processes begin with the APT, which also contains links to training and documentation info, Frequently Asked Questions, and APL delegation requests.

## Access Provisioning Tool

Service Overview
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The Access Provisioning Tool is used to request access to, as well as removals from, restricted functions in UAccess systems (e.g. any access other than self-service or standard delivered functionality that is included with your active Employee, Student Worker or Designated Campus Colleague position).

**Note:** Prior to requesting access the **UAccess Acceptable Use Policy** must be reviewed and completed. Some access roles also require additional prerequisite training prior to entering a request. Consult with your department Access Provisioning Liaison for details.

Request the Service:

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**Access Provisioning Tool**

- **Submit Access Request** - Add or Remove Access Permissions, View Requests, and look up Role Detail information.
- **Approve and Monitor Requests** - Access Provisioning Liaisons and Data Stewards use this option to review and approve requests. General users may use this option to review the status of requests they submitted.
- **Manage Access Provisioning Liaison Authorizations** - Deans and Department Heads may designate a specific authorized person for the role of Access Provisioning Liaison for the Department or College.

## Requirements

- A valid NetID.
- Completion of the online Acceptable Use Policy agreement.
- Applicable training. Some roles require the completion of training before a role can be provisioned. It is best if training occurs prior to a request being created. This helps ensure the request is provisioned in a timely manner.
- Other prerequisites may be required depending on the requested roles.

Once the Subject User has completed all prerequisites, login to the request application.

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## Understanding the Relationship between Systems and Roles

**1 System** (e.g. UAccess Employee) will represent an independent Enterprise Application or may represent a logical grouping of functionality within an Enterprise Application system.

**2 Subject**

(e.g. Time and Labor) is a logical grouping of related functionality within a System. A System may have multiple Subject Areas.

**3 Role**

(e.g. Time Approver) represents a collection of components (menu items, pages, fields, functions and capabilities) necessary to allow desired functionality. A Subject area may have multiple Roles.

**4 Row Level Security**

(e.g. Department IDs) defines a set of 'data' that is allowed to be viewed or processed against, by the Role's functions and capabilities. The Row Level Security in the Access Request process is intended to represent an organizational unit, i.e., a college or department. A Role may require one or more Row Level Security.

Access Provisioning Tool v3 Home | New Request | My Requests | Role Details | Useful Links

Request for Stella Yew Le (click to toggle details)

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### Select Access/Roles

Clear Roles

**System** **Subject Area**

UAccess Employee - Campus Users Time and Labor

*Business Justification for these roles (Please review the Business Justification previously described and provide more information for roles selected here, if needed).*

Enter business justification here ...

**Make Selections**

<input type="checkbox"/>	Time Approver Interface	FLSA Training Required - Provide the date training was completed, in the additional information space above. Grants users access to run interface programs to upload time reported in other systems into PeopleSoft.
<input checked="" type="checkbox"/>	Time Approver	FLSA Training Required - Provide the date training was completed, in the additional information space above. Grants access to pages to approve employee time for specific departments. Per FSO Payroll Policy 19.01 regarding segregation of duties, the Time Approver and Time Coordinator must not be the same person.

**REQUIRED** - Please list the Department IDs (comma-separated) for which access is requested:

**REQUIRED** - FSO Policy regarding Segregation of Duties prohibits an individual from having both Time Approver and Time Coordinator roles. Does the request comply with this policy? (select one) ▾