Understanding Access Removals

The Access Provisioning Tool (APT) is used to request access removal. You may request removal of access for all UAccess systems, a single system, one or more roles, or for departments/row level security related to a system.

Supervisors, Managers, and Access Provisioning Liaisons are encouraged to submit requests for access removal when staff terminate or transfer departments. While EAST does review and remove access for terminated or transferred employees on a weekly basis, it is important to note that because there is often a delay in the termination or job change data being entered in the system and available for reporting, EAST may not remove access for several days after the employee has left the department. For this reason, access removal must be requested as outlined here to ensure timeliness.

Access removal requests may also be submitted for single roles or department-specific security when staff job duties or responsibilities no longer require such access.
Step-by-Step Instructions to Request Access Removal using APT

Note: Removal excludes all ‘self-service’ roles in UAccess Employee and UAccess Student.

1. Select the Subject User requiring access removal.
2. Select the Approver of this request.
3. Choose the Type of Request and the Reason for Request.
4. All removal requests must include an Effective Date that the access must be removed <MM/DD/YYYY>; the date should be within 15 days of the request.
5. Input a brief description of the request. Then click ‘Select Access/Roles’.
7. Select the Subject Area. To request removal from all systems, select ‘Remove All Access’. To request removal from a specific system, choose the ‘Subject Area’ system. You may then request to Remove All Access, Remove Department Specific Access/Row Level Security, or remove specific roles. Choose to Remove Department Specific Access/Row Level Security from that system, and provide the details in the space provided.
8. Make your selection
9. Click ‘Save’.

10. Confirm all the information is correct. When ready, click on ‘Submit Request’.
11. When the request has been completed, an approval email will be sent to the requestor only.