Understanding and Delegating an Access Provisioning Liaison

The Access Provisioning Liaison (APL) serves as the subject matter expert within the department or college for all matters related to UAccess systems access provisioning and provides the first of two required business approvals for every request. Please refer to the Overview and Prerequisites Quick Reference Guide for further information on access request process workflow roles.

Currently, APLs have already been identified for all departments and colleges at UA. However, due to employee attrition, job changes, or department or college organizational changes, new or additional APLs may need to be delegated by the department or college, or additional departments may need to be authorized for existing APLs.

This document describes the process to be used to delegate new APLs or make changes for existing APLs.

General Steps

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.

Go to the section for Requesting Access at uaccess.arizona.edu, login to ‘Manage Access Provisioning Liaison Authorizations’.

Note: APLs may submit requests for their own access but may not approve them.
Once signed in, the UAccess Approval Authority Delegation page will display.

1. Enter the NetID of the employee who will serve in the APL role for the college or department.

2. Enter the department IDs for which the APL will be authorized to approve, separated by commas.

3. If there are special instructions or information relating to this delegation, please describe in the space provided.

4. Continue to the next page.

5. After reviewing the request summary, enter the NetID of the person who will approve this delegation on behalf of the department or college. This person should be a Dean, Department Head, or existing APL for the department or college.

6. Submit the request.

7. The person identified to approve the request will receive an email notification including a link to the request needing approval. The Approve and Monitor Requests application in the APT may also be used to view and approve delegation requests.

8. Once EAST receives the approved request, the information will be ‘pushed’ to Analytics, where it will display on the Security > Security > Access Provisioning Liaison dashboard.