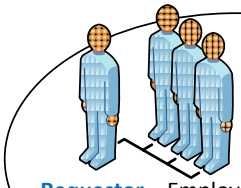
https://request.uaccess.arizona.edu

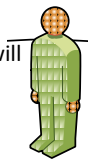
## Access Request Process Workflow Roles



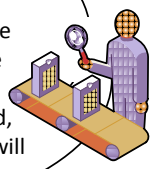
**Subject** – Employee needing system access.

**Requestor** – Employee's supervisor who will request system access on behalf of the subject employee.

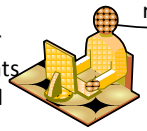
**Access Initiator** – First approver in the process. The Access Initiator will approve or deny the request. The Requestor must know the Account Initiator for their Department.



**Authorized Agent** – The second approver in the process. Historically known as Data Steward, the Authorized Agent will approve or deny the request.



**Security Administrator** – The third and final approver in the process. The Security Administrator may at their discretion approve or deny a request. Security Administrator represents the individual(s) responsible for actual setup and provisioning of the request. At this time the provisioning aspect is manual.



Login

**UAccess Application Access Request Process**

Use this site to request access to UAccess applications.

Employees must first review and agree to the UAccess Acceptable Use Policy (http://request.uaccess.arizona.edu/useragreement) before access can be requested.

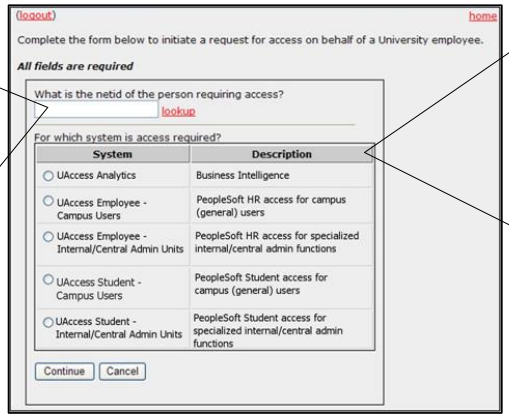
Requests for application access should then be submitted by an employee's supervisor, and will be routed through an approval process. Each request may only be for one system/subject area combination, but any number of roles within the select system/subject area combination may be requested. For employees requiring access to multiple subject areas, you must submit a separate access request for each.

To begin, login via the link at the upper left.

1. URL to launch the application is: https://request.uaccess.arizona.edu The Account Request process requires WebAuth login, using your NetID.

2.a. The Requestor may enter or search for the Subject of this request.

2.b. The Subject must first review and agree to the UAccess Acceptable Use Policy before access can be requested.



(logout) home

Complete the form below to initiate a request for access on behalf of a University employee.

*All fields are required*

What is the netid of the person requiring access?

lookup

For which system is access required?

| System | Description |
|---|---|
| UAccess Analytics | Business Intelligence |
| UAccess Employee - Campus Users | PeopleSoft HR access for campus (general) users |
| UAccess Employee - Internal/Central Admin Units | PeopleSoft HR access for specialized internal/central admin functions |
| UAccess Student - Campus Users | PeopleSoft Student access for campus (general) users |
| UAccess Student - Internal/Central Admin Units | PeopleSoft Student access for specialized internal/central admin functions |

Continue Cancel

3.a. The Requestor indicates the system which the Subject needs access.

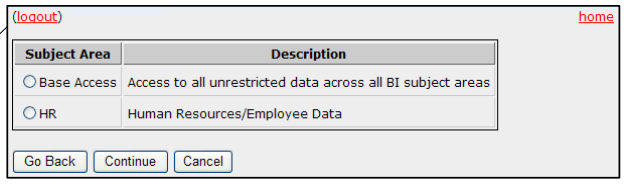
3.b. UAccess Student System requests require that the Subject complete FERPA training before access can be requested.

4.a. In the UAccess Employee Campus User system, four Subject Areas are available for selection. For Internal Central Admin Units, additional subject areas may be available.

| Subject Area | Description |
|---|---|
| Commitment Accounting | Commitment Accounting Roles |
| Payroll | Payroll Roles |
| Time and Labor | Time and Labor Roles |
| Workforce Administration | Workforce Administration Roles |

Go Back Continue Cancel

4.b. The UAccess Analytics and UAccess Student Systems have their own unique Subject Areas, and will continue to add areas as new systems go live.



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| Subject Area | Description |
|---|---|
| Base Access | Access to all unrestricted data across all BI subject areas |
| HR | Human Resources/Employee Data |

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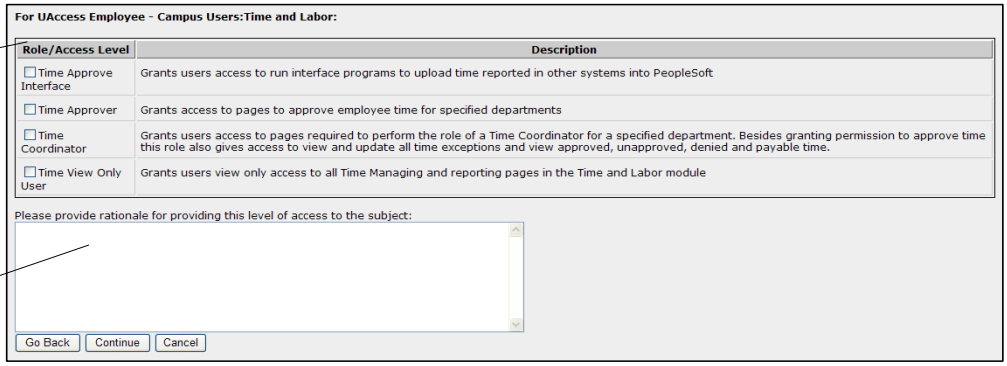
5. For the Subject Area, available Roles and Access Levels will display for selection.

6. A statement of rationale for providing access is always required for all systems and subject areas. This statement should describe the Subject's business need for access to the requested system.



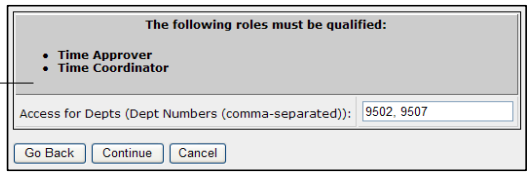
For UAccess Employee - Campus Users:Time and Labor:

| Role/Access Level | Description |
|---|---|
| ☐ Time Approve Interface | Grants users access to run interface programs to upload time reported in other systems into PeopleSoft |
| ☐ Time Approver | Grants access to pages to approve employee time for specified departments |
| ☐ Time Coordinator | Grants users access to pages required to perform the role of a Time Coordinator for a specified department. Besides granting permission to approve time this role also gives access to view and update all time exceptions and view approved, unapproved, denied and payable time. |
| ☐ Time View Only User | Grants users view only access to all Time Managing and reporting pages in the Time and Labor module |

Please provide rationale for providing this level of access to the subject:

Go Back | Continue | Cancel

7. Some roles require designation of departments. Multiple departments can be entered, separated by a comma.



The following roles must be qualified:

- Time Approver
- Time Coordinator

Access for Depts (Dept Numbers (comma-separated)): 9502, 9507

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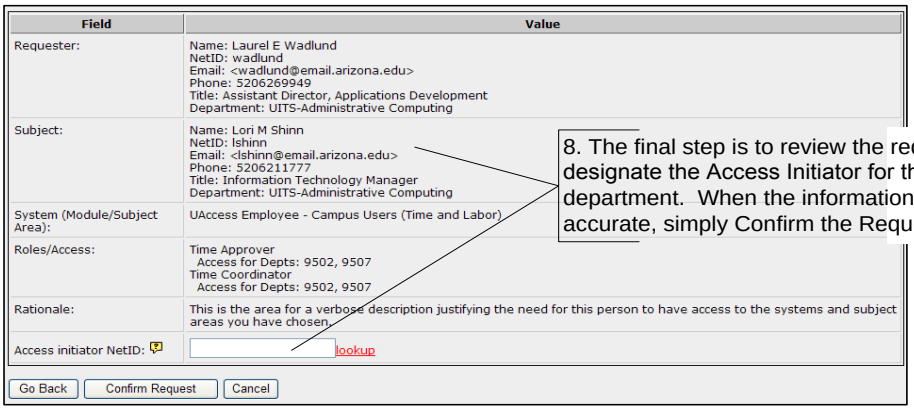

| Field | Value |
|---|---|
| Requester: | Name: Laurel E Wadlund<br>NetID: wadlund<br>Email: <wadlund@email.arizona.edu><br>Phone: 5206269949<br>Title: Assistant Director, Applications Development<br>Department: UITS-Administrative Computing |
| Subject: | Name: Lori M Shinn<br>NetID: lshinn<br>Email: <lshinn@email.arizona.edu><br>Phone: 5206211777<br>Title: Information Technology Manager<br>Department: UITS-Administrative Computing |
| System (Module/Subject Area): | UAccess Employee - Campus Users (Time and Labor) |
| Roles/Access: | Time Approver<br>Access for Depts: 9502, 9507<br>Time Coordinator<br>Access for Depts: 9502, 9507 |
| Rationale: | This is the area for a verbose description justifying the need for this person to have access to the systems and subject areas you have chosen |
| Access initiator NetID: | lookup |

Go Back | Confirm Request | Cancel

8. The final step is to review the request and to designate the Access Initiator for the subject's department. When the information is accurate, simply Confirm the Request.

**Request has been submitted**

Submit another request

9. A confirmation is displayed, indicating the request has been forwarded to the Access Initiator for approval / denial. The Requestor will receive e-mail updates as the request travels through the workflow.