Handling Pre-existing Role Conflicts

In this simulation, you will experience how the ARS will notify you of pre-existing role conflicts. You will also practice the steps for submitting a request that includes conflicting roles that have already been approved.

1. Navigate through **Nav Bar > Main Menu > Access Request System**.

2. Click the **Manage Requests** link.

3. Enter the desired information into the **UF ID** field. Enter a valid value e.g. "46275020".

4. Click the **Look up Oprid** button.

5. Notice that this user has both a UF ID and a DSO ID. Click the **DSO00007** link.

6. Click the **Add** button.

7. Click the scrollbar.

8. Click the **Plus sign** button to add a new row.

9. Click the **Look up** button.

10. Enter "**UF_ER**".

11. Click the **Look Up** button.

12. Click the **UF_ER_FI_BUDGET** link.

13. Click the **Submit for Approval** button.
14. Notice that a pre-existing conflict appears for this user. This conflict has nothing to do with the UF_ER_FI_BUDGET role that is currently being requested.

15. Enter an explanation of the pre-existing conflict into the Requester Conflict Comment field.

This is required.

For this example, enter a valid value e.g. "Pre-existing conflict. Only one office clerk to perform duties."

16. Click the Confirm Request Conflicts button.

17. Click the scrollbar.

18. Click the Submit for Approval button.

19. You have now experienced how the ARS will notify you of pre-existing role conflicts. You have also practiced the steps for submitting a request that includes conflicting roles that have already been approved.