Requesting Security Roles

In this simulation you will complete the basic steps for requesting security roles.

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. "50223670".

4. Click the **Look up icon**.

5. Click the **50223670** link.

6. Click the **Add button**.

7. Click the scroll bar to move to the bottom of the screen.

8. Click the **Add button** to create a new row.

   **NOTE:** You can also add multiple blank rows by clicking the **add button** repeatedly.

9. Enter "UF_ER" into the **Role Name** field.

10. Notice this brings up all roles that begin with "UF_ER". Click the **UF_ER_FI_ASSET_MGMT** link.

11. Adding in Requester Comments next to each role is an effective way to communicate with approvers. You should include any information that will assist approvers in making a decision regarding your request.

    For the purposes of this activity, we will skip this step.

12. You can also enter Requester Comments in the field shown here.

13. Click the **Add a new row** button to continue.
14. Click the **Look up Role Name** button.

15. Click the **Role Name** list.

16. Click the **contains** list item.

17. Enter "Cashier" into the **Role Name** field.

18. Click the **Look Up** button.

19. Click the **UF_AR_CASHIER** link.

20. The role is added to the next row.

21. Click the **Submit for Approval** button.

22. You have now completed the basic steps for requesting security roles.