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 mulitple 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.