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.