Saving a Security Role Request

In this simulation, you will complete the steps for saving a request and then reopening it to complete your work.

Reminder: Saving a request does not submit it to approvers.

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. "**41839908**".

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

5.Click the **41839908** 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 add a new row.

9.Enter the desired information into the **Role Name** field. Enter a valid value e.g. "**UF_AP_APPROVER**".

10.Click the **Save** button.

11.Now let's return to the saved request.

Click the **Home** link.

12.Click the **Main Menu** button.

13.Click the **Access Request System** menu.

14. Click the **Manage Requests** link.

15. Click the **Find an Existing Value** tab.

16. Enter the desired information into the **UF ID** field. Enter a valid value e.g. "**41839908**".

17. Click the **Search** button.

18. Click the **scroll bar** to move to the bottom of the screen.

19. Notice that when working with a saved request, the dropdown menus in the "Requested Action" column are grayed out. This means you will not be able to adjust roles already saved in the request.

20. The roles in the upper portion of the screen also cannot be deleted or updated.

At this point, you will only be able to add more roles and then save or submit.

21. You have now completed the steps for saving a request and then reopening it to complete your work.

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