Working with Non-Peoplesoft Roles

In this simulation, you will complete the steps for requesting a Non-Peoplesoft role and updating a Non-Peoplesoft role.

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

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

3.Enter "**04500860**".

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

5.Click the **04500860** link.

6.Click the **Add** button.

7.Click the scrollbar.

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

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

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

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

12.Click the **UF_N_VOUCHER_IMAGING_VIEW** link.

13.Enter the desired information into the **Authority Area** field. Enter a valid value e.g. "**62010000;**".

NOTE: Be sure to separate DeptIDs by semicolons. This allows the Enterprise Systems Security Team to process the request more efficiently. Notice even in this case when there is only one DeptID, it is still followed by a semicolon.

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

15. Now let's review an example of updating a Non-Peoplesoft role that has already been approved for a user.

16. Enter the desired information into the **UF ID** field. Enter a valid value e.g. "**09697961**".

17. Click the **Look up Oprid (Alt+5)** button.

18. Click the **09697961** link.

19. Click the **Add** button.

20. Click the scrollbar.

21. Click the **Requested Action** list.

22. Click the **Update** list item.

23. Press **[Backspace]** to delete the DeptIDs currently in the Authority Area.

24. Enter "******;**" into the **Authority Area** field. This expands the user's access to include all departments.

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

26. You have now completed the steps for requesting a Non-Peoplesoft role and updating a Non-Peoplesoft role.