

Create a Security Request

1. Click on the compass in the upper right corner.

🛱 UAConnect		▼ UA Administrative Users	â	۲	:	۲
	UA Administrative Users					1
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- 2. Click the Navigator icon from the menu.
- 3. Scroll down the Navigator menu, select UA SIS Security and click UAC Security Request.

UA Security Request	
Search an Existing Request	Create New Request
Empl ID 010385754	
Date 04/09/2019	
Time 12:37PM	
Add	

4. Click the **Create New Request** tab, enter the employee's nine-digit **EMPLID (University ID number)** and click the **Add** button.

Completing the Request

- 1. Click the **Request Type** drop-down menu and select one of the following options: Additional Security Request, New Request, or Remove Security Request.
- 2. Click the **Employee Type** drop-down menu and select Affiliate, Appointed or Hourly.
- 3. If **Hourly Employee Type** is selected, an **Hourly Employee Agreement** box appears with specific instructions for the supervisor and the employee. A separate box appears on the request for the **Supervisor's ID**. *This field must be populated before the form can be submitted.*

UAConnect Knowledge Center

- 4. Select one or more boxes for the areas from which security is requested: Admissions, Student Records, Student Financials and Financial Aid.
- 5. Select the **Career(s)** from the options available: Undergraduate, Graduate, Law, Ag-Law and International.
- 6. Type a description of the access needed in each area's Access Requested field.
- 7. Click **Save** to complete the request. The Security Request originator receives an email upon submission.

Security Request for UAConnect	Origination Date 03/12/2020	Time 11:08AM	
	Orig ID		
*Request Type New Request ▼ 2Employee Type Appointed ▼ Employee Information ▼			
*Empl ID 010385754 Zorback,Ray			
BasisCode			
*Department ARSC			
Campus Phone 1234			
4 Requesting access in the following areas:			
Admissions Student Records Student Finances For these careers: Undergraduate Graduate Law Ag-Law	ials Financial Aid International (undergraduate and graduate)		
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Student Records Access			
Describe Student Records Access Requested Program/Plan changes, override into MATH classes			ξ.
Check all that apply: Soverride Access Add/Remove H	lolds 🛛 Advise Students		
With query access to: Run Queries Build Queries			
Student Financials Access			
Describe Student Financials Access Requested view scholarship awards and student account balances		//	
With query access to: Run Queries Build Queries			
Refresh		Add	Update/Display

Next Steps

- 1. Once the request has been submitted, the request will be automatically routed for approvals: verification of employment, departmental or college approval and functional offices that have security requested.
- 2. The **Full Time** or **Affiliate** employee will receive an email when all access has been assigned. The listed **supervisor** will receive an email when the **Hourly Employee** access has been assigned.