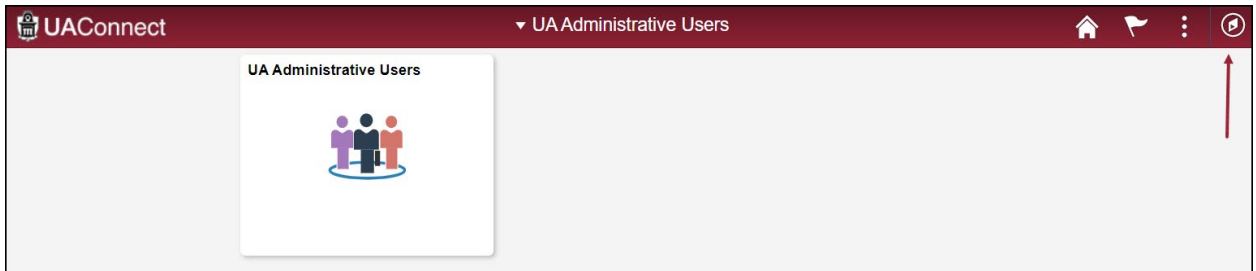


## Create a Security Request

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



2. Click the Navigator icon from the menu.
3. Scroll down the Navigator menu, select **UA SIS Security** and click **UAC Security Request**.

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.*

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.

**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.