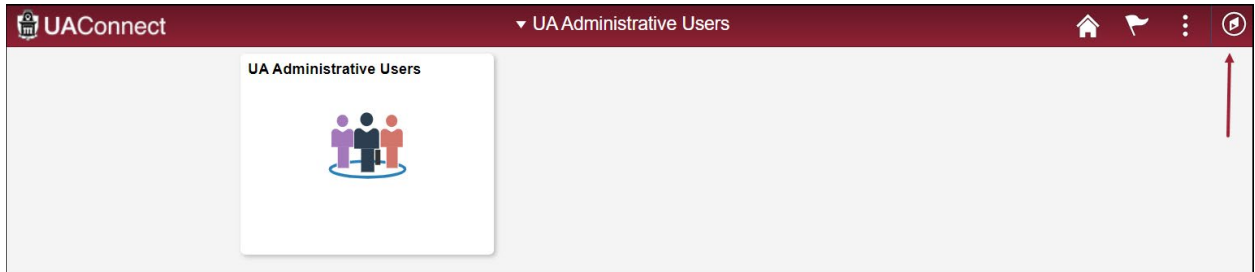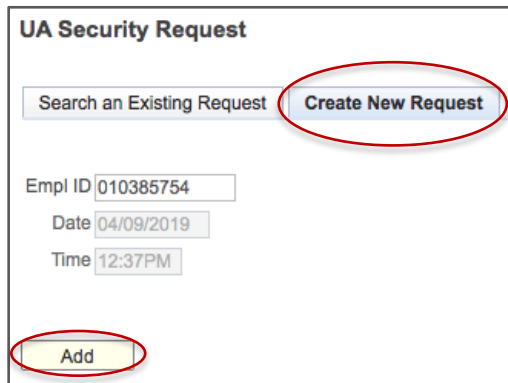# Create a Security Request for Hourly Employees

1. Click on the compass icon in the top right corner.

2. Click on 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 **Hourly**.

3. An **Hourly Employee Agreement** window will open on the request. The supervisor and hourly employee must complete the **Required Reading** and confirm they understand the agreement**.**

4. The **Supervisor Username** must be entered before the request can be saved.

5. Select one or more boxes for the areas from which security is requested: **Admissions, Student Records, Student Financials** and **Financial Aid.**

6. Select the Career(s) from the options available: Undergraduate, Graduate, Law, Ag-Law and International.

7. Enter a description of the access needed in each area's **Access Requested** field.

8. Click **Save** to complete the request. The Security Request originator receives an email upon submission.

Next Steps

1. The request will be automatically routed: for verification of employment, for departmental or college approval and to the functional offices that have security requested.

2. The **Hourly Employee** will have a new username created. This account will be used only for the position for which the access was requested.

3. The Supervisor listed on the request is responsible for the hourly account. The employee's **new username and password** will be attached to the **Supervisor's UARK account as a secondary account**.

4. The listed supervisor will receive an email when the hourly Employee access has been assigned.

5. The Supervisor can pick up the hourly account password by going to password.uark.edu and clicking **Manage Departmental Accounts**. After logging in, the hourly account will be found under **Secondary Accounts.**