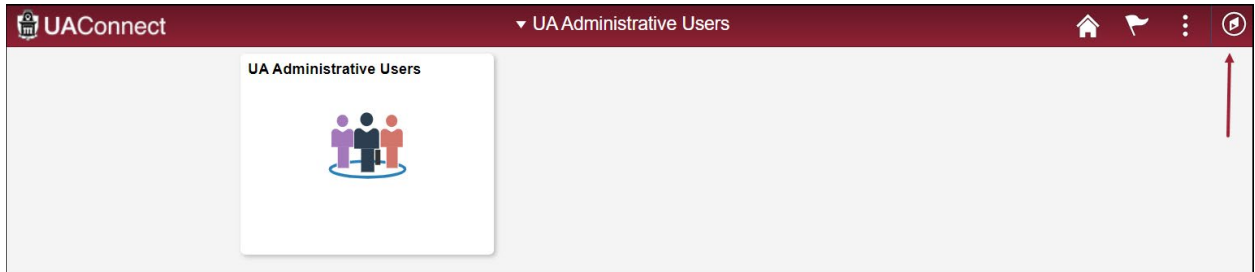
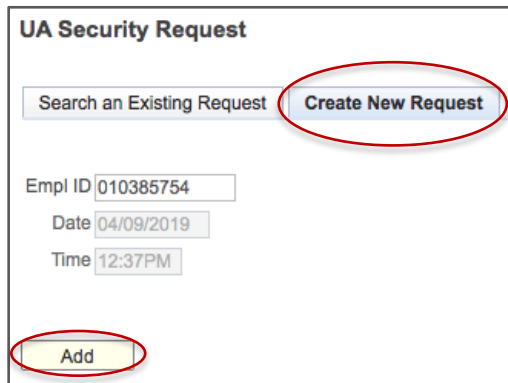


Create a Security Request for Hourly Employees

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**.

A screenshot of the "UA Security Request" form. At the top, there are two tabs: "Search an Existing Request" and "Create New Request". The "Create New Request" tab is circled in red. Below the tabs, there are three input fields: "Empl ID" with the value "010385754", "Date" with the value "04/09/2019", and "Time" with the value "12:37PM". At the bottom left of the form, there is a yellow "Add" button, which is also circled in red.

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.

Security Request

Security Request for UAConnect Origination Date 04/09/2019 Time 3:15PM

1. *Request Type

2. *Employee Type

Employee Information

*Empl ID Zorback, Ray

Basis Code

*Department *Job Title

Campus Phone

4. Supervisor Username

3. **Hourly Employee Agreement**

The hourly employee and supervisor are required to read the UAConnect-Hourly Employee Agreement and associated information accessed by clicking the Required Reading button.

By checking the boxes below each party stipulates they have read and understand the agreement.

Supervisor Employee

Requesting access in the following areas:

5. Admissions Student Records Student Financials Financial Aid

For these careers:

6. Undergraduate Graduate Law Ag-Law International (undergraduate and graduate)

7. **Student Records Access**

Describe Student Records Access Requested

Check all that apply: Override Access Add/Remove Holds Advise Students

With query access to: Run Queries Build Queries

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**.