Access Request Form Manual

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PS Fin Fundamentals

Access Request Form

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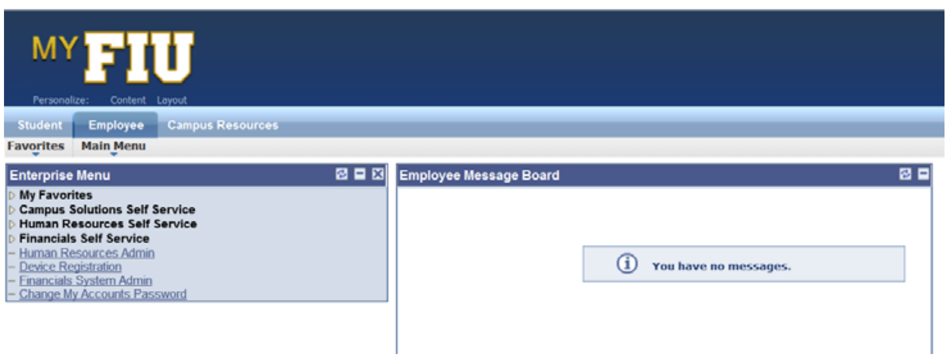
Objective

In this topic you will learn how to complete the Access Request Form within Panthersoft Financials & the approvals workflow.

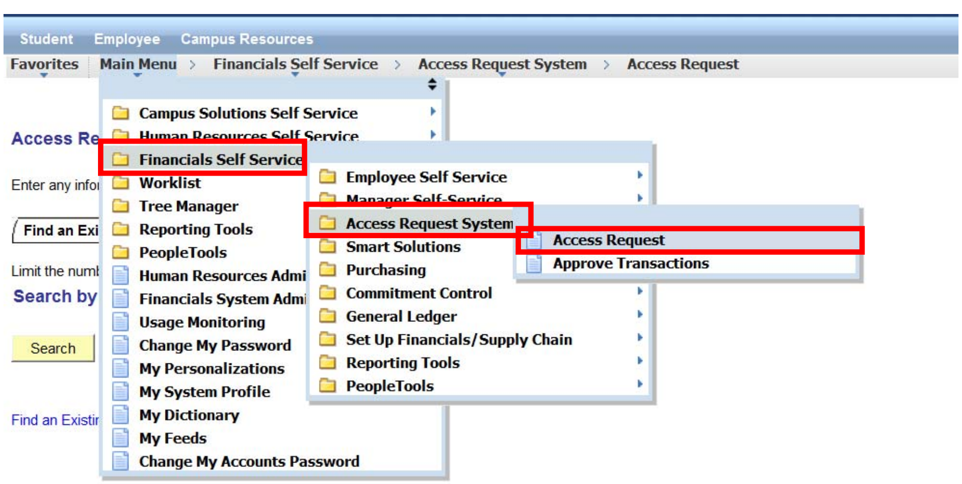
Navigation

1. Log in https://my.fiu.edu/ with your credentials

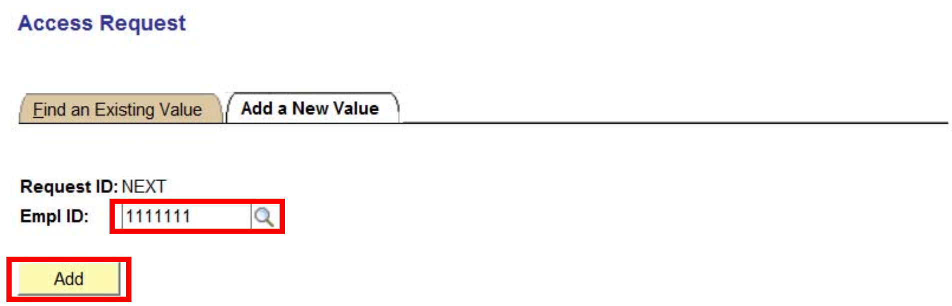
2. Click the **Employee** Tab



3. ***Main Menu>Financials Self Service>Access Request System>Access request***

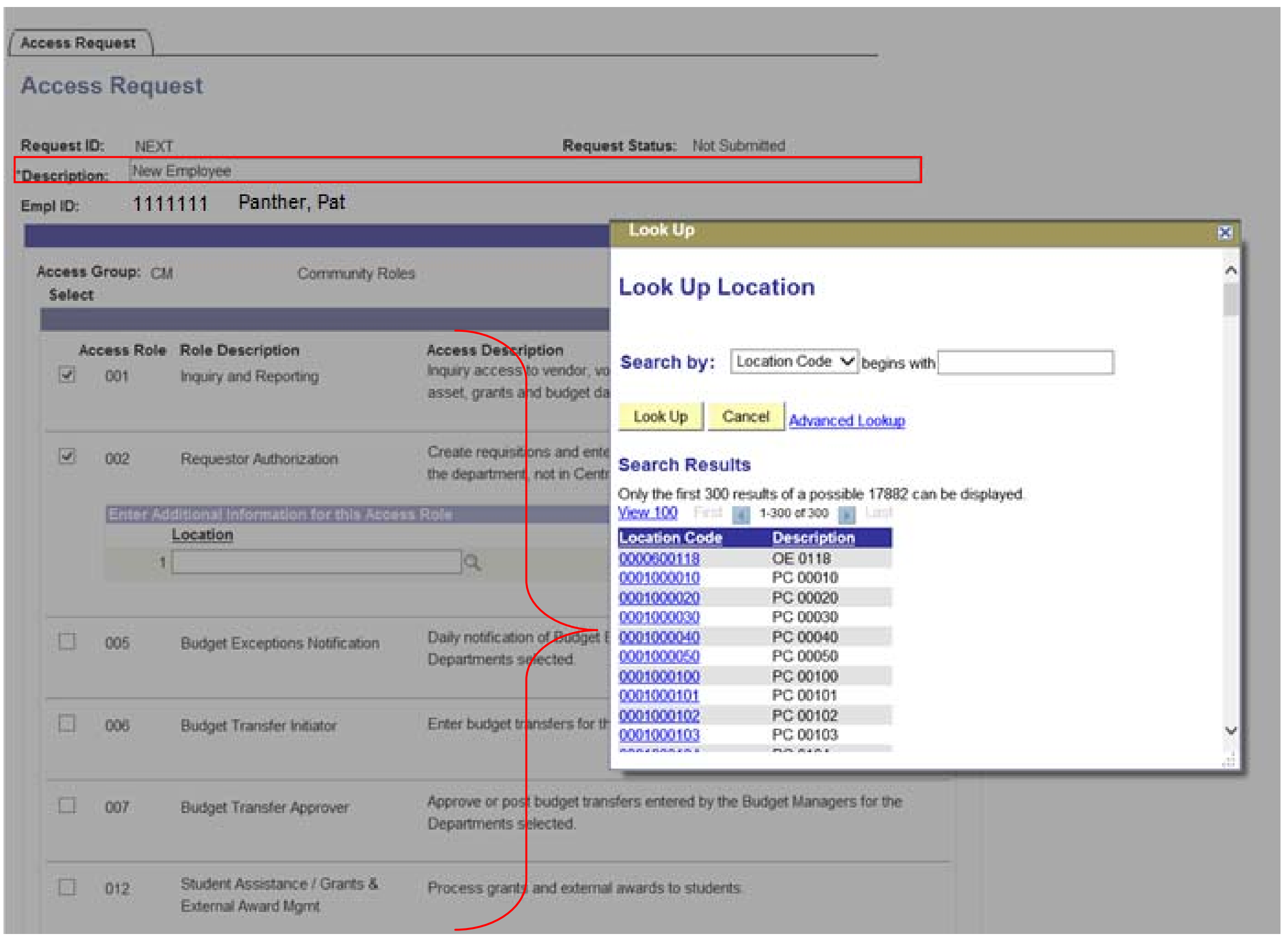


Process



1. Click " **Add a New Value**" Tab

2. Enter the "**Employee ID"** & click **" Add"**



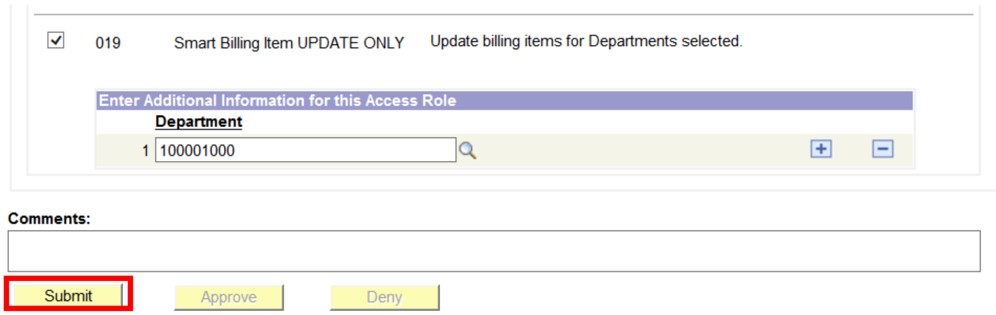
3. Select the Access Roles desired

Note: Depending on the access role needed some will require you to enter a department # or a location.

For Expl. Access 005. 006, 007,017, 018 & 019.

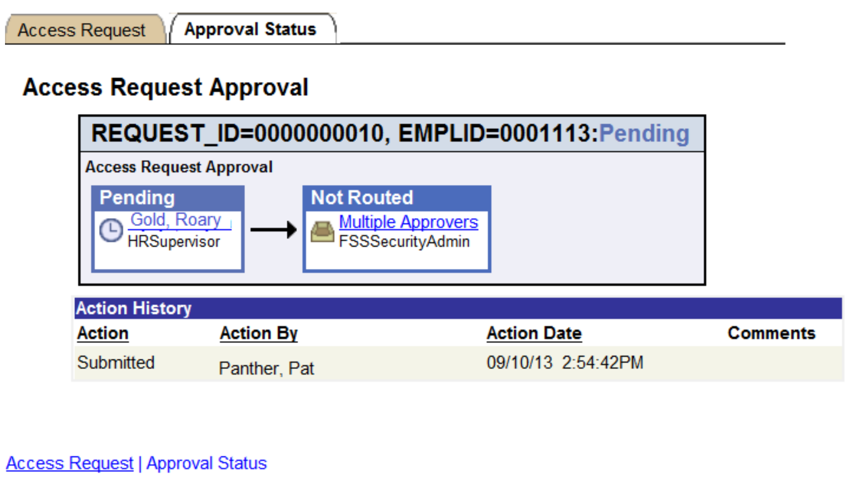
A description must be filled out in order to complete submission.

Process

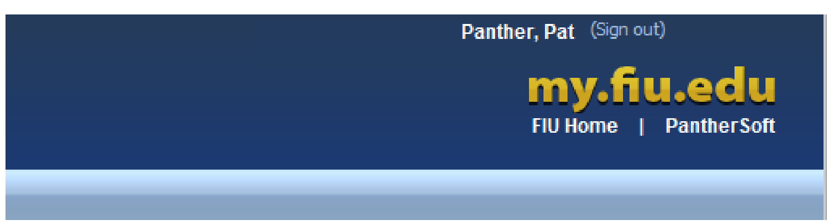


4. After completing the form, click “ **Submit”.**

5. After submitting the form , you will see the **Request Status** change to **“Pending Approval”.**

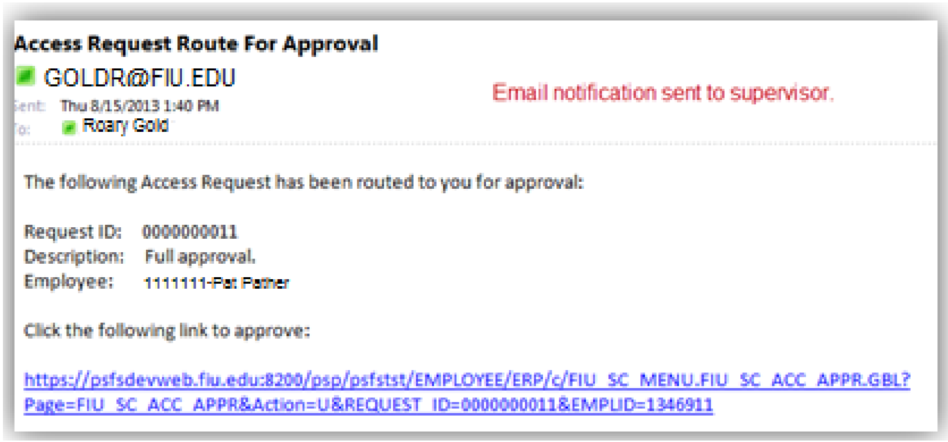


6. If you click on the tab on top **“Approval Status”,** you will be able to see where in the workflow approval process your request form is placed.



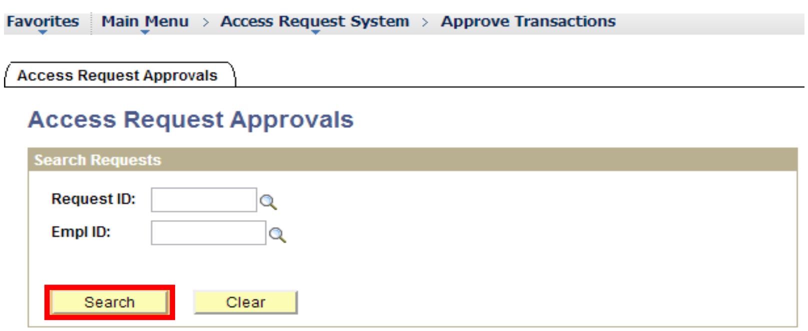
7. After you have completed & submitted the Access Request Form, Sign out

Approver

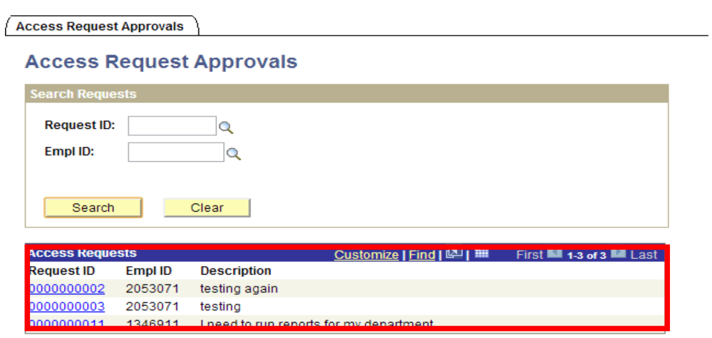


1. The approver will get an email notification as shown above.

2. Click on **"Search"** to show all on your worklist.

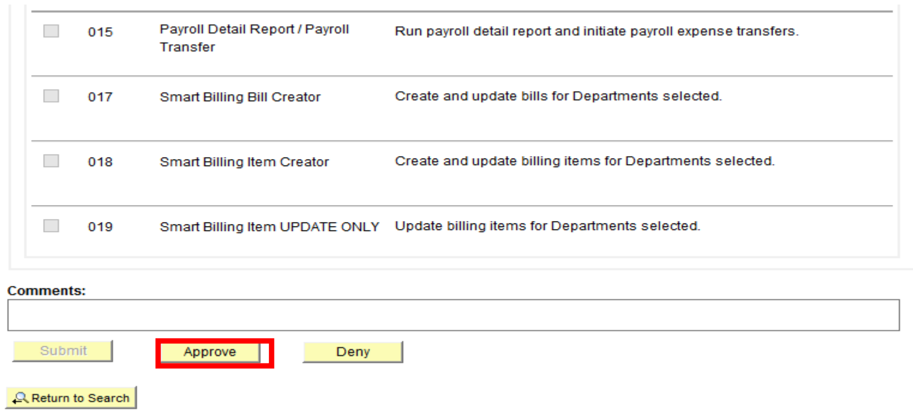


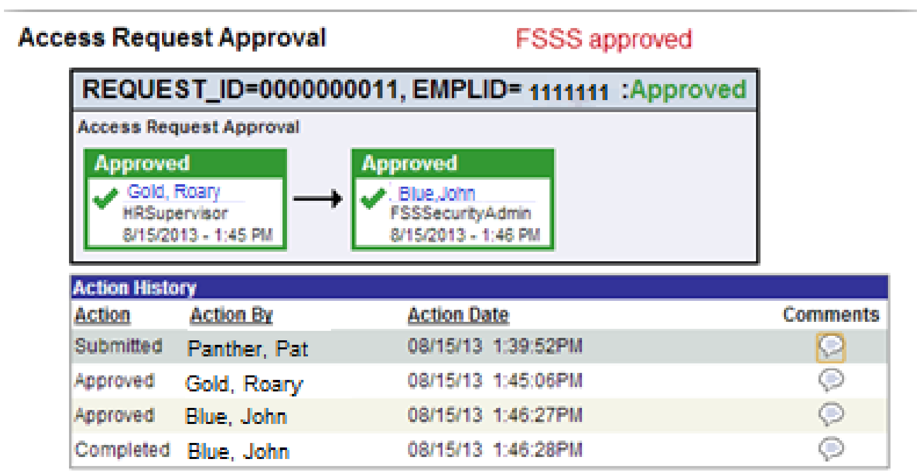
3. Click on the corresponding link



Approver

4. Click on **"Approve"** or **"Deny"**





5. After the approvals process has been completed, the user will receive an email notification that will confirm that access has been granted.