Access Request Form Manual
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PS Fin Fundamentals

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Access Request Form

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

Access Request

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
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.