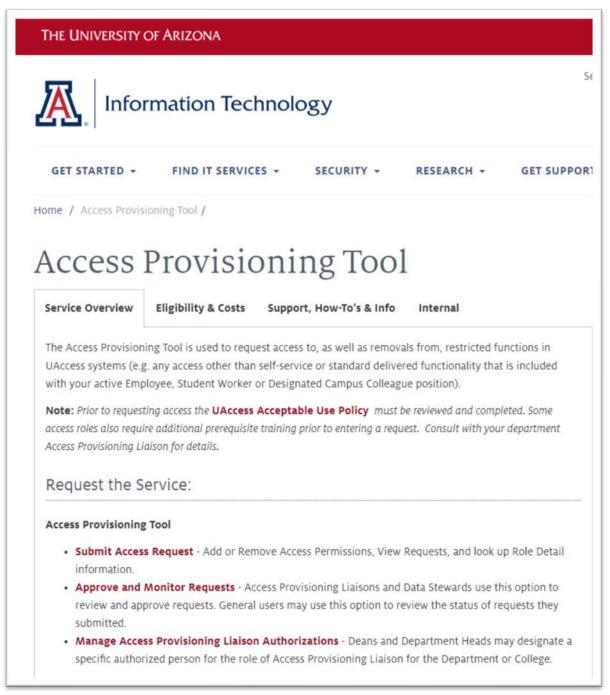
Request Role/Access Instructions

Request for Budget Change (RBC) & Budget System

- Go to the Access Provisioning Tool <u>https://it.arizona.edu/service/access-provisioning-tool</u>
- Select "Submit Access Request"



- Enter in Employee information (first name, last name, or employee ID#, or EmplID)
- Select the Approver
- Select Request Type and Reason and Include a Business Justification
- Select Continue to Role Selection
- Select the "Request for Budget Change (RBC)" for the System. Subject Area will default to Request for Budget Change (RBC).

Select Access/Roles

Clear Roles
System
Request for Budget Change (RBC)

Subject Area Request for Budget Change (RBC) V

• Enter in any additional information for the justification

Business Justification for these roles (Please review the Business Justification previously described and provide more information for roles selected here, if needed). Test for Budget Request - Documenting Process

• Select access/role. Budget System or RBC. A description for each role is listed in the Access Provisioning Tool

Clear Roles										
Syster	n	Subject Area								
Reque	st for Budget Change (RBC)	Request for Budget Change (3C) 🗸								
Busin	Business Justification for these roles (Please review the Business Justification previously described and provide more information for roles selected here, if needed).									
test f	test for APT tool instructions									
Make Selections										
	Budget System	Grants access to Budget departments to view-only or view/create/edit budget lines in the Budget System.								
	Request for Budget Change (RBC) System	Grants access to create-only or create/edit/approve RBC in the RBC System.								

- When selecting "Budget System" you will be required to input the department numbers. You will also need to select the type of access. Here is a list of those options and definitions.
- View Only Primary Department (access to view and no edit primary department only)
- View Only Multiple Department (access to view and no edit multiple departments)
- View Only All Departments (access to view and no edit to all departments)
- Create/Edit Budget Line View and edit access to all departments which access has been requested

1	Budget System	Grants access to Budget departments to	o view-only (or view/create/edit budget lines in the Budget System.	Fo	rm incomplete
n	EQUIRED - Please list the Department IDs (comr equested: If access is view-only for all departme epartment.		ľ	1199,1188,1177		
	EQUIRED - Please select one option from the dro equested:	pdown for which access is being		(select one)]	

- When selecting "Request for Budget Change (RBC) System" you will be required to input the department numbers. You will also need to select the type of access. Here is a list of those options:
- o Create RBC Only
- o Department Level Approval Authority
- o College Level Approval Authority
- VP Level Approval Authority
- Once Access/Roles have been selected and all fields are complete, you'll click the "Save" button and each selection will indicate that it's been saved.

Make	Make Selections										
	Budget System Grants access to Budget departments to view-only or view/create/edit budget lines in the Budget System.				Save						
rec	REQUIRED - Please list the Department IDs (comma-separated) for which access is requested: If access is view-only for all departments, please only list the primary department.			1199,1188,1177							
	REQUIRED - Please select one option from the dropdown for which access is being requested:			View-only Departments							
	Local Fund Budget (LFB) System	ve in the LFB System.	Saved!								
	QUIRED - Please list the Shell Codes (comma-s quested:	eparated) for which access is	A1199,A1188								
	REQUIRED - Please select one option from the dropdown for which access is being requested:			Shell Data Entry/Edit/Approve •							
۲	Request for Budget Change (RBC) System	Grants access to create-only or create/edit/appro	ve RBC in the RBC	System.	Saved!						
	REQUIRED - Please list the Department IDs (comma-separated) for which access is requested:		1199,1188,1177								
	REQUIRED - Please select one or more options from the list for which access is being requested: Use Ctrl-Click to Select Multiple Values.			Create RBC Only Department Level Approval Authority College Level Approval Only VP Level Approval Authority							

- A summary of your Provisioning Request will be listed, and you can either Submit Request or Add Role if you need to submit for other systems.
- Once submitted the system will confirm request