


## Request Role/Access Instructions

Request for Budget Change (RBC) & Budget System

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

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# Access Provisioning Tool

**Service Overview** | Eligibility & Costs | Support, How-To's & Info | Internal

The Access Provisioning Tool is used to request access to, as well as removals from, restricted functions in UAccess systems (e.g. any access other than self-service or standard delivered functionality that is included with your active Employee, Student Worker or Designated Campus Colleague position).

**Note:** Prior to requesting access the **UAccess Acceptable Use Policy** must be reviewed and completed. Some access roles also require additional prerequisite training prior to entering a request. Consult with your department Access Provisioning Liaison for details.

### Request the Service:

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#### Access Provisioning Tool

- **Submit Access Request** - Add or Remove Access Permissions, View Requests, and look up Role Detail information.
- **Approve and Monitor Requests** - Access Provisioning Liaisons and Data Stewards use this option to review and approve requests. General users may use this option to review the status of requests they submitted.
- **Manage Access Provisioning Liaison Authorizations** - Deans and Department Heads may designate a specific authorized person for the role of Access Provisioning Liaison for the Department or College.

- 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) ▼

- 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

System

Request for Budget Change (RBC) ▼

Subject Area

Request for Budget Change (RBC) ▼

*Business Justification for these roles (Please review the Business Justification previously described and provide more information for roles selected here, if needed).*  
 test for APT tool instructions

### Make Selections

<input type="checkbox"/>	Budget System	Grants access to Budget departments to view-only or view/create/edit budget lines in the Budget System.
<input type="checkbox"/>	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

<input checked="" type="checkbox"/>	Budget System	Grants access to Budget departments to view-only or view/create/edit budget lines in the Budget System.	Form incomplete
<b>REQUIRED</b> - Please list the Department IDs (comma-separated) for which access is requested: <i>If access is view-only for all departments, please only list the primary department.</i>		<input type="text" value="1199,1188,1177"/>	
<b>REQUIRED</b> - Please select one option from the dropdown for which access is being requested:		<input type="text" value="(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:
  - Create RBC Only
  - Department Level Approval Authority
  - 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 Selections**

<input checked="" type="checkbox"/>	Budget System	Grants access to Budget departments to view-only or view/create/edit budget lines in the Budget System.	<b>Save</b>
REQUIRED - Please list the Department IDs (comma-separated) for which access is requested: <i>If access is view-only for all departments, please only list the primary department.</i>		1199,1188,1177	
REQUIRED - Please select one option from the dropdown for which access is being requested:		View-only Departments	
<input checked="" type="checkbox"/>	Local Fund Budget (LFB) System	Grants access to shell data entry/edit or shell data entry/edit/approve in the LFB System.	<b>Saved!</b>
REQUIRED - Please list the Shell Codes (comma-separated) for which access is requested:		A1199,A1188	
REQUIRED - Please select one option from the dropdown for which access is being requested:		Shell Data Entry/Edit/Approve	
<input checked="" type="checkbox"/>	Request for Budget Change (RBC) System	Grants access to create-only or create/edit/approve RBC in the RBC System.	<b>Saved!</b>
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: <i>Use Ctrl-Click to Select Multiple Values.</i>		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