



Name of BPG – PFDT Requester Access  
Academic Affairs  
Policies and Procedures

2021

Type:	UA University Fees
Business Process Name:	PFDT Requester Access
Created/Updated By:	Martha Sesteaga
Creation/Updated Date:	08/16/2018 / UD 09/22/2021
ABOR Policy:	N/A
Purpose:	This document is intended to guide the user through the process of submitting a request on the Access Provisioning for PFDT Requester Role. This role will allow you to submit PFDT requests online.

**Procedures**

1. Navigate to UAccess – Access Provisioning (@ the bottom of the page under Support)  
[uaccess.arizona.edu](http://uaccess.arizona.edu) > Support box > [UAccess Access Provisioning Tool](#)
  - a. Click on New Access Request
  - b. In the “Add Access for (Select User)” box enter your NetID or EmpID + tab
  - c. Then select an approver from the dropdown menu on box “Select APL Approver”
  - d. Leave dates as pre-populated.
  
2. Select Category
  - a. Choose *UAccess Student > Campus Users*.
  - b. Choose *Student Financials*
  - c. From the list select the *Role- PFDT Requester*
  - d. Then you must click “Add to List” before you can submit
  - e. In the Business Justification Box explain why you are selecting the role from the list. (If you haven’t done so). “Need access for job responsibilities.” + submit
  - f. The request will be sent to your office approver
  - g.
  - h. Once you receive an email notification that your access has been approved, you will be able to submit a PFDT request. For guidance on submitting a request, follow the *UAccess PFDT Request Procedure* on our [website](#).

Note: The same procedures should be followed when requesting access for a dean. This access allows for the Dean to be part of the approval workflow.