





Type:	UA University Fees
Business Process Name:	PFDT Requester Access
Created/Updated By:	Martha Sesteaga
Creation/Updated Date:	08/16/2018; UD 10/2023
ABOR Policy:	N/A
Purpose:	This document is intended to guide the user through submitting a request on the Access Provisioning Tool for the PFDT Requester Role. This role will allow you to submit PFDT requests online.

**Procedures**

1. Navigate to UAccess – Access Provisioning Tool  
[uaccess.arizona.edu](https://uaccess.arizona.edu) > Support box > UAccess Access Provisioning Tool
  - a. Click on Submit Access Request
  - b. In the “Create New Request For” box, enter your NetID or EmplID
  - c. Click 
2. Verify Information Details
  - a. Verify the pre-populated information under the Subject and Access Provisioning Liaisons is correct.
  - b. Change as needed.
3. Select Access/Roles
  - a. Choose *UAccess Student – Campus Users* under the System box.
  - b. Choose *Student Financials* under the Subject Area box.
  - c. In the Business Justification Box, explain why you select the roles from the list. (If you haven’t done so)
  - d. Select the Role- PFDT Requester from the list and click. 
  - e. The request will be sent to your office approver, and you will see the status at the bottom of thepage:

**Current Provisioning Request**

System	Module	Role	FERPA	ElevPriv	Details	Remove	Row Level Security
UAccess Student - Campus Users	Student Financials	Role - PFDT Requester					

- f. Once you receive an email notification that your access has been approved, you can submit a PFDT request. For guidance on submitting a request, follow the *UAccess PFDT Request Procedure* on our [website](#).