**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.

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## Procedures

1. **Navigate to UAccess – Access Provisioning Tool**  
   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 EmpID  
   c. Click [Submit]

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 UAaccess 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 [Save]  
   e. The request will be sent to your office approver, and you will see the status at the bottom of the page:

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### Current Provisioning Request

<table>
<thead>
<tr>
<th>System</th>
<th>Module</th>
<th>Role</th>
<th>FERPA</th>
<th>Elev/Priv</th>
<th>Details</th>
<th>Remove</th>
<th>Row Level Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAccess Student - Campus Users</td>
<td>Student Financials</td>
<td>Role - PFDT Requester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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](#).