





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

2019-2020

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

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 EmplD
 - 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 are selecting the roles from the list. (If you haven’t done so)
 - d. From the list select the *Role- PFDT Requester* and click 
 - e. The request will be sent to your office approver and you will see the status at the bottom of the page:

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 will be able to submit a PFDT request. For guidance on submitting a request, follow the *UAccess PFDT Request Procedure* on our [website](#).