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

<table>
<thead>
<tr>
<th>Type:</th>
<th>UA University Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Process Name:</td>
<td>PFDT Requester Access</td>
</tr>
<tr>
<td>Created/Updated By:</td>
<td>Martha Sesteaga</td>
</tr>
<tr>
<td>Creation/Updated Date:</td>
<td>08/16/2018 / UD 09/22/2021</td>
</tr>
<tr>
<td>ABOR Policy:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**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 > 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.