Create a Security Request

1. Click on the compass in the upper right corner.

2. Click the Navigator icon from the menu.


4. Click the Create New Request tab, enter the employee’s nine-digit EMPLID (University ID number) and click the Add button.

Completing the Request

1. Click the Request Type drop-down menu and select one of the following options: Additional Security Request, New Request, or Remove Security Request.

2. Click the Employee Type drop-down menu and select Affiliate, Appointed or Hourly.

3. If Hourly Employee Type is selected, an Hourly Employee Agreement box appears with specific instructions for the supervisor and the employee. A separate box appears on the request for the Supervisor’s ID. This field must be populated before the form can be submitted.
4. Select one or more boxes for the areas from which security is requested: Admissions, Student Records, Student Financials and Financial Aid.

5. Select the Career(s) from the options available: Undergraduate, Graduate, Law, Ag-Law and International.

6. Type a description of the access needed in each area's Access Requested field.

7. Click Save to complete the request. The Security Request originator receives an email upon submission.

Next Steps

1. Once the request has been submitted, the request will be automatically routed for approvals: verification of employment, departmental or college approval and functional offices that have security requested.

2. The Full Time or Affiliate employee will receive an email when all access has been assigned. The listed supervisor will receive an email when the Hourly Employee access has been assigned.