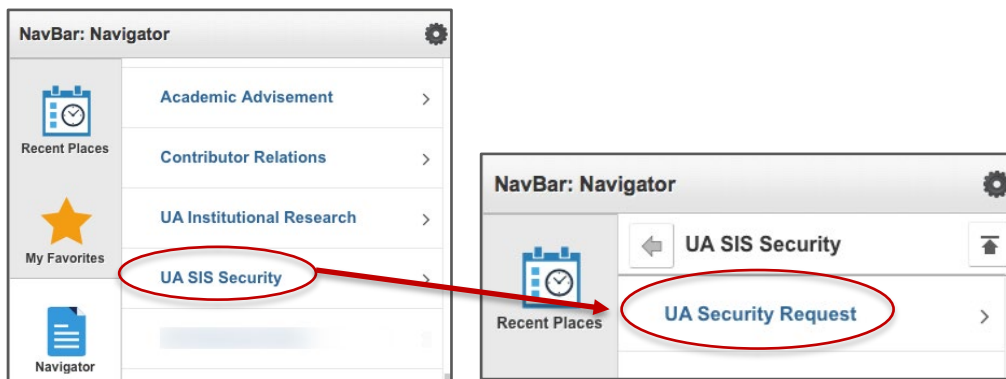


Security Request Departmental Approval

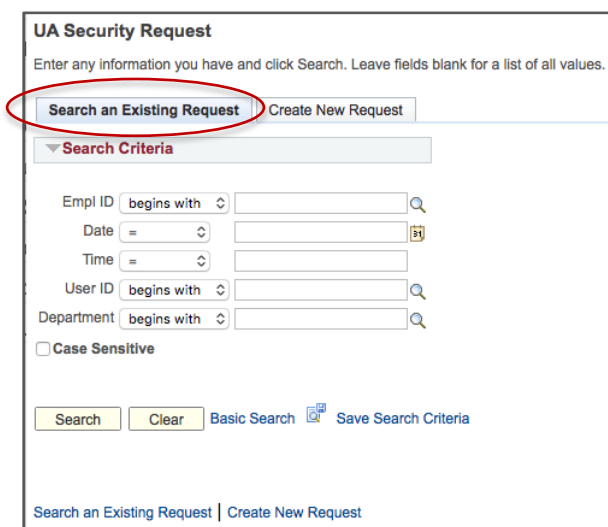
When an electronic security request is created and submitted, verification of the user's eligibility to access the system is processed. Once the user has been determined eligible, the request is routed electronically to the administrator(s) authorized by the college or unit.

Accessing the Security Request Form

1. After logging into UAConnect click the **Navigator icon** in the top right of the banner.
2. Scroll down the right menu and select **UA SIS Security**, then click **UA Security Request**.



3. Click the **Search an Existing Request** tab and type in the employee's **User ID**. *The User ID is the first part of the employee's UARK email and is included in the email you received.*



4. Click **Search** to open the UA Connect Security Request for this user.

Important! Receiving an error message stating "**No Matching Values Found**" indicates that another approver for your area has already reviewed this request.

Reviewing the Request

1. Review the requested access. Make any notations regarding the security requested in the individual functional area note fields.
2. Scroll to the **Approval** group box and select either **Approved** or **Declined** from the **Dean/Director Approval** drop-down menu.
3. Click **Save**.

NOTE: If you decide to decline the request, a letter is generated and emailed to the **Request Originator** with **notification** that the request has been denied and that an explanation will follow. You should contact the request originator with the details of the denied request.