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

<table>
<thead>
<tr>
<th>Type:</th>
<th>UA University Fees</th>
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<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</td>
</tr>
<tr>
<td>ABOR Policy:</td>
<td>N/A</td>
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<tr>
<td>Purpose:</td>
<td>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.</td>
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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 **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 **Save**
   - e. The request will be sent to your office approver and you will see the status at the bottom of the page:

   - 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](#).