Navigation

Open the Online Access Request System (OARS) home page: http://accessrequest.dsc.umich.edu

Note: The Role Selection Tool is useful if you know the names of the access roles you want to request. It lists roles by system and module.

OARS Homepage

1. Click Role Selection Tool.

Role Selection Tool

2. Follow the instructions under User Information to identify yourself or another person for whom you are submitting an access request.
Role Selection Tool (continued)

3. Follow the instructions under Role Selector by System to identify the access needed and add roles to this access request.

Role Selection Tool (continued)

4. Scroll to the bottom of the page and follow the instructions in Summary of Roles Selected to review the selected roles.

Note: Click role names to view role descriptions and associated training courses.

5. Click Go to Next Step.

Note: You can add or remove roles on the next page.

Complete an Access Request

Submit and Authorize Roles Request

6. Check the information in the following sections for accuracy:
   - Request Information
   - User Information
   - Requestor Information
Submit and Authorize Roles Request (continued)

7. Click the tabs in Role Information to display the following information.
   - **Roles Requested**—enables you to add or remove roles on this request.
   - **Current Roles** for this person. To remove the user’s access to a role, select it and click **Remove this Role**.
   - **Required Secondary Security**—for any requested roles that require this additional information.
   - **Optional Secondary Security** enables you to further define a role by selecting specific school/college, department, or role-based values.

8. Optional: Click a role name in the Role List Section to display the role description and associated training.

9. Click the tabs in Workflow to display the following information.
   - **Possible Signers** names the Unit Liaisons and alternate signers who can approve a request. If your department requires it, Department Authorizers will also be listed.
   - **Authorization** enables Unit Liaisons and alternate signers to approve a request after all required information has been supplied.
   - **Comments**—entered by a Unit Liaison or alternate signer.
     **Note**: Requests with Comments may take longer to process because they require manual processing by ITS Access Services.
   - **History** displays who initiated the request, any role changes, authorizations, and more.
Submit and Authorize Roles Request

10. To send the request for review and authorization by your Unit Liaison, click Submit for Authorization.

Notes:

- If you prefer to submit the request later, click Save & Exit. When you are ready to access, revise, and submit it, click View and Submit Existing Requests on the OARS homepage.

- After submitting your request for authorization, contact your Unit Liaison to make any changes to the request.