Submitting Access Requests

Overview
The Online Access Request System (OARS) allows you to request access to the university’s administrative systems. You can use OARS to request new access, remove existing access, and view current access roles. Log in at https://accessrequest.dsc.umich.edu/

Note: For a demonstration of using OARS to request and remove access, track the status of your request, and more, see IT4U07: Getting Access to U-M Administrative Data—How It Works (33-minute webinar recording).

New Access Requests
There are three ways to request access. The following scenarios will help determine what works best in your case.

1. “I don't know what role to pick.”
   The Common Role Finder asks a series of questions about your job responsibilities, categorized by system (FN, SA, HR, etc.), and suggests a role based on your answers.

   For more information on the Common Role Finder, see the step-by-step guide or watch this simulation.
2. “I know the name of the role I want added.”

Use the **Role Selection Tool** to browse a list of all roles available, categorized by system (FN, SA, HR, etc.), as well as modules within each system.

For more information about the Role Selection Tool, see the [step-by-step guide](#) or watch the [simulation](#).

3. “I want the same role as my co-worker.”

If you select **Roles Similar To Existing User**, your request will include roles granted to another person using his/her uniqname. Type the uniqname into the **Add roles similar to uniqname** box and click **Add Roles**.

This will add all currently available roles (some restricted roles may not be available) assigned to the uniqname you entered. You can review and add or remove additional roles before submitting.
Removing Access

You can use the Role Selection Tool to remove access. After selecting the Role Selection Tool on the OARS home page, scroll to the bottom of the page and click Go to Next Step. On the next page, select Current Roles under Role Information. You can then select any roles you want to remove.

Note: Designating a request as a Unit Transfer will result in the deletion of part or all of a person’s access.