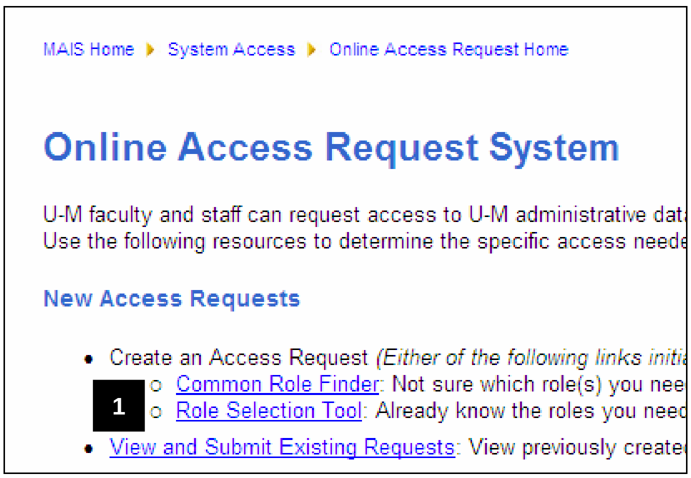
Using the Common Role Finder

Navigation

Open the Online Access Request System page: http://accessrequest.dsc.umich.edu

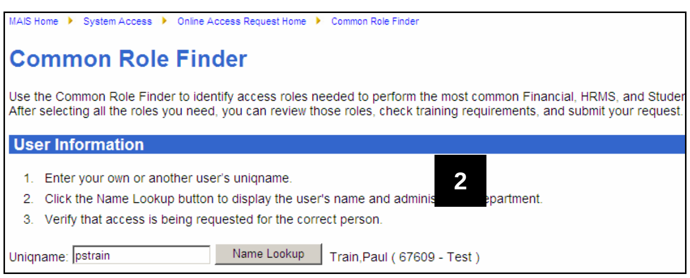
Common Role Finder: Use if you don't know the names of the roles you need. It provides questions to help you identify job responsibilities and displays access roles needed for the identified responsibilities. The most frequently requested roles are available through the Common Role Finder.

Online Access Request System Homepage



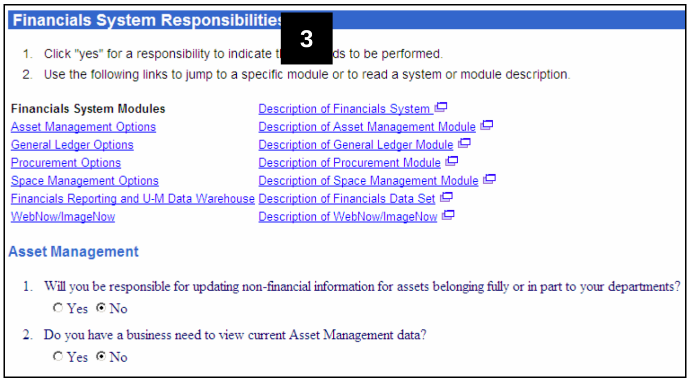
1. Click the **Common Role Finder** link.

Common Role Finder



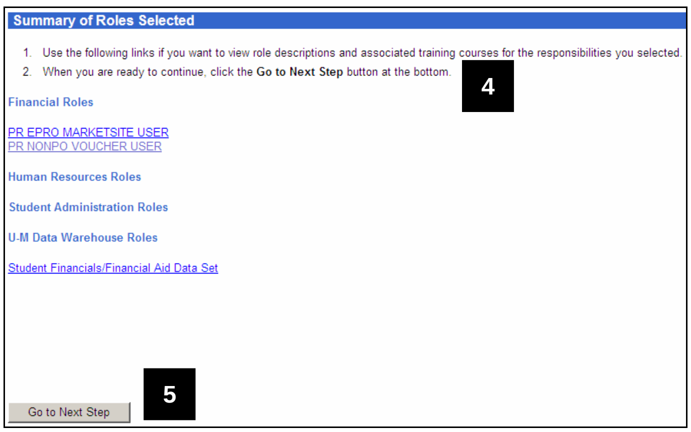
2. Follow the instructions in the "User Information" section to identify yourself or another person for whom you are initiating an access request.

Common Role Finder



3. Click **Yes** for each question that describes a job responsibility that the person identified in the "User Information" section needs to perform. The system displays the name of the role corresponding to that responsibility, and it adds the role to this access request.

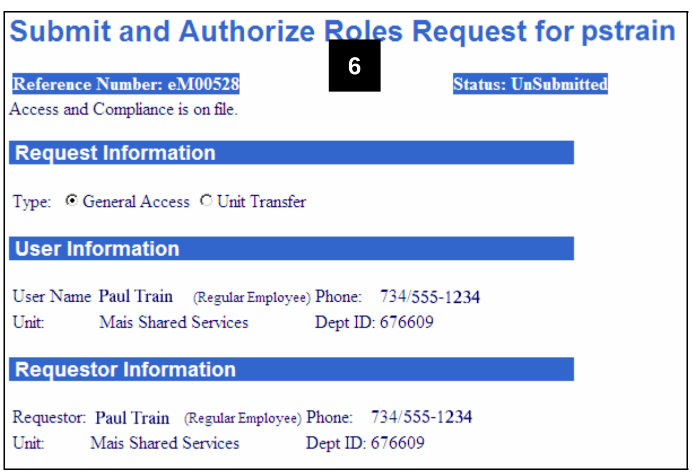
Common Role Finder



4. Follow the instructions in the "Summary of Roles Selected" section at the bottom of the page to review the roles for the job responsibilities you selected and use links to view role descriptions and the associated training courses.
5. Click the **Go to Next Step** button when you are ready to proceed. (You will have the option of adding or removing roles on the next page displayed.)

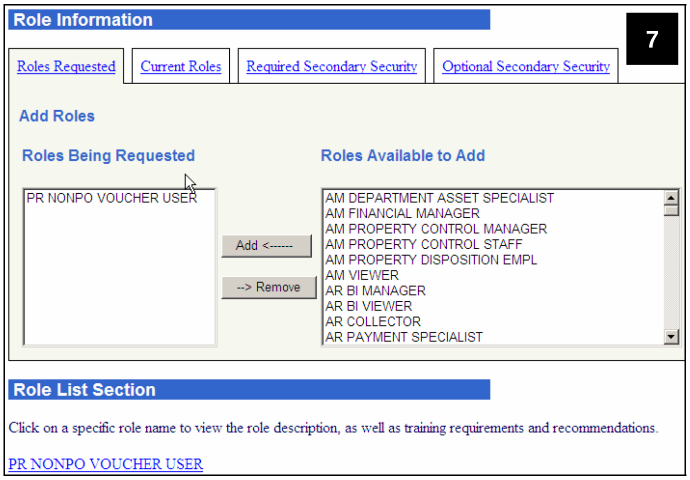
Complete an Access Request

Submit and Authorize Page



6. Check the information in the following sections for accuracy: Request Information, User Information, Requestor Information

Role Information

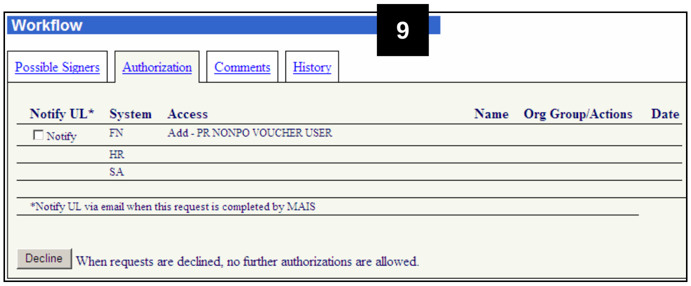


7. Click the tabs in the Role Information section to display the following information.
   - **Roles Requested** lists roles being requested and enables you to add or remove roles on this request.
   - **Current Roles** lists roles already assigned to the person identified in the User Information section. To remove the user's access to any roles, select them and click the **Remove this Role** button.
   - **Required Secondary Security** prompts you to provide secondary security information for any requested roles that require additional information, if applicable.
   - **Optional Secondary Security** enables you to further define a role by selecting specific school/college, department, or role-based values that are not required by the roles selected.

Role Description

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

Workflow

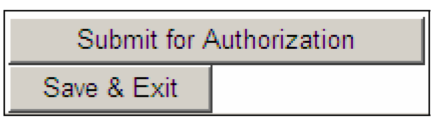


9. Click the tabs in the Workflow section to display the following information.
   - **Possible Signers** names the Unit Liaisons and alternate signers who can approve a request. Department Authorizers are optional in the Online Request System. If your department requires this extra layer of authorization, the Department Authorizers will be listed.
   - **Authorization** enables Unit Liaisons and alternate signers to approve a request after all required information has been supplied.
   - **Comments** enables a Unit Liaison or alternate signer to enter information related to the request.

Note: Requests with Comments take longer to process because unlike other request information, Comments require manual processing by MAIS Access Services.

- **History** displays a record of who initiated the request, any role changes, authorizations, and so on.

Submit or Save



10. When you have entered all the necessary information, you can:
    - Click **Submit for Authorization** to send the request for review and authorization by the Unit Liaison for your unit.

Note: Users will not be able to make changes after clicking the Submit for Authorization button. Unit Liaisons will be able to continue to make changes.

- Click **Save & Exit** to save changes you have made and close the request, to submit later.

Note: When you want to review the request or make additional changes and then submit it for authorization, you can access it by clicking the View and Submit Existing Requests link on the Online Access Request System homepage.