



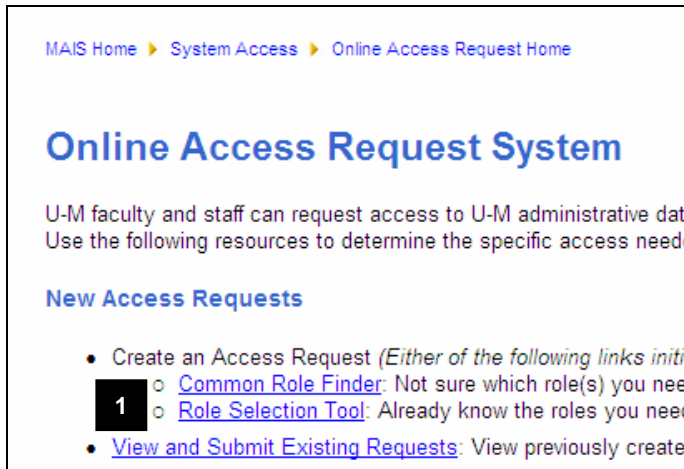
## Using the Common Role Finder

### Navigation

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

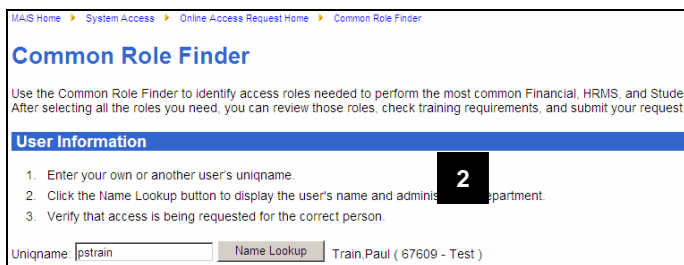
**Common Role Finder:** Use if you don't know the names of the roles you need. It provides questions to help you identify job responsibilities and displays access roles needed for the identified responsibilities. The most frequently requested roles are available through the Common Role Finder.

### 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

**Financials System Responsibilities** 3

- Click "yes" for a responsibility to indicate that the tasks to be performed.
- Use the following links to jump to a specific module or to read a system or module description.

<a href="#">Financials System Modules</a>	<a href="#">Description of Financials System</a>
<a href="#">Asset Management Options</a>	<a href="#">Description of Asset Management Module</a>
<a href="#">General Ledger Options</a>	<a href="#">Description of General Ledger Module</a>
<a href="#">Procurement Options</a>	<a href="#">Description of Procurement Module</a>
<a href="#">Space Management Options</a>	<a href="#">Description of Space Management Module</a>
<a href="#">Financials Reporting and U-M Data Warehouse</a>	<a href="#">Description of Financials Data Set</a>
<a href="#">WebNow/ImageNow</a>	<a href="#">Description of WebNow/ImageNow</a>

**Asset Management**

- Will you be responsible for updating non-financial information for assets belonging fully or in part to your departments?  
 Yes  No
- Do you have a business need to view current Asset Management data?  
 Yes  No

- 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

**Summary of Roles Selected**

- Use the following links if you want to view role descriptions and associated training courses for the responsibilities you selected.
- When you are ready to continue, click the **Go to Next Step** button at the bottom.

**Financial Roles** 4

[PR EPRO MARKETSITE USER](#)  
[PR NONPO VOUCHER USER](#)

**Human Resources Roles**

**Student Administration Roles**

**U-M Data Warehouse Roles**

[Student Financials/Financial Aid Data Set](#)

**Go to Next Step** 5

- 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.
- 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

**Submit and Authorize Roles Request for pstrain**

**Reference Number:** eM00528 6 **Status:** UnSubmitted  
Access and Compliance is on file.

**Request Information**

Type:  General Access  Unit Transfer

**User Information**

User Name: Paul Train (Regular Employee) Phone: 734/555-1234  
Unit: Mais Shared Services Dept ID: 676609

**Requestor Information**

Requestor: Paul Train (Regular Employee) Phone: 734/555-1234  
Unit: Mais Shared Services Dept ID: 676609

- 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**

Name	PR EPRO MARKETSITE USER
Description	This role provides the user the ability to access M-marketsite, the University's online vendor catalog, and place orders using the eProcurement module. Users with this role can submit requisitions created from M-marketsite orders, track approvals, and use the requisition lifecycle. Users have access to approve any PO vouchers routed to them. This role is for those who only place M-marketsite orders.
Recommended Training	<a href="#">CFE101</a> <a href="#">PRE201</a>
Required Training	<a href="#">DCE101</a>

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

**Workflow**

Workflow
9

Possible Signers

Authorization

Comments

History

Notify UL*	System	Access	Name	Org Group/Actions	Date
<input type="checkbox"/> Notify	FN	Add - PR.NONPO VOUCHER USER			
	HR				
	SA				

\*Notify UL via email when this request is completed by MAIS

Decline When requests are declined, no further authorizations are allowed.

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**

Submit for Authorization

Save & Exit

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.