Determining the Status of an Online Access Request

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

Online Access Request System Homepage

View and Submit Existing Requests Page

1. Click the View and Submit Existing Requests link in the New Access Requests section.

Note: This link is available to users, Unit Liaisons (ULs), and alternate signers. The View and Submit Existing Requests page lists all requests associated with an individual – either as the user, as the requestor, or as a UL/alternate signer.

2. Double-click the request in the list.
Submit and Authorize Roles Request Page

3. Check the Status of this request. Status values are:
   - **UnSubmitted**: The requestor has not submitted this request for authorization.
   - **Pending Authorization**: The requestor has submitted the request for authorization, and one or more of the authorizations required in the user’s unit are not completed.
   - **Sent to MAIS**: All department authorizations are complete, and the request has been sent to Information and Technology Services (ITS). See "Identifying When ITS Has Assigned Requested Roles" at the end of this document for more information.
   - **Cancelled**: The request was cancelled before it was submitted for authorization and cannot be modified.
   - **Declined**: The request was declined by an authorizer and cannot be modified.

Note:

- Check the Workflow section, which is near the bottom of the page.

Possible Signers Tab when Optional Department Authorization is Not Used

- Lists staff in the user's unit who can authorize requests for each system. If the user’s department uses optional department authorizations, the tab will list staff that are Department Signers as shown in this sample screen. If a Department Signer is specified for a system being requested, the Department Signer must authorize the request before the UL can (two-step process).
Possible Signers Tab When Operational Authorization is Used

<table>
<thead>
<tr>
<th>Possible Signers</th>
<th>Alternate MS Signers</th>
<th>Other Signers</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>Christine Tuziowski</td>
<td>Student (Center Director)</td>
</tr>
<tr>
<td>SA</td>
<td>Kathleen Black</td>
<td>Finance (Center Director)</td>
</tr>
<tr>
<td>DAC</td>
<td>Student (Center Director)</td>
<td>Human Resources (Center Director)</td>
</tr>
<tr>
<td>FN</td>
<td>Student (Center Director)</td>
<td>Student (Center Director)</td>
</tr>
</tbody>
</table>

Authorization Tab – User and Requestor View

- The Access column has an entry for each system (FN, HR, SA, DAC) that has roles to be authorized. When roles in a system have been authorized, the Name column will list the authorizer's name and the date.

- An Authorization tab with a blank Name column means no one has authorized the request yet.

Authorization Tab – Department Authorizer View

- The authorization tab for the same request, as seen by the Department Authorizer, before they have authorized a request. (Only the Department Authorizer can see the Dept Auth buttons.)

Authorization Tab – Same Request After Authorization

- Everyone can see this view.
Authorization Tab for the Same Request, as Viewed by the UL, or Alternative Signer

- Authorization tab for the same request, as viewed by the UL or alternate signer, after they have authorized FN, but not HR or SA systems. (Only the UL and Alternate Signers see the Authorize buttons.)
- When the status of a request is **Sent to MAIS**, all department authorizations are complete, and the request has been sent to ITS for processing. It could be pending processing in ITS or complete.
  - To check if you have the roles requested, go to Online Access Request Home → View Assigned Roles for uniqname and if the role is listed, the request is complete.
  - If it is not complete, check the status within ITS, go to Online Access Request Home → View Access Request Status and enter the user's uniqname. Look for a request with the Reference # from the History tab.