Purpose
This reference document covers the following processes for unit liaisons:

- How to check and modify access in the Online Access Request System (OARS) for staff members who transfer to your unit from another U-M unit
- How to handle access removal for terminated employees.

Access Change Process
When a new staff member transfers to your unit from another U-M unit, the first step is to check his or her existing access in the Access Validation Report in M-Reports:

1. Log in to Wolverine Access and click on the Faculty/Staff tab.
2. Under Reporting, click M-Reports and log in.
4. Type in the staff member's uniqname to view his/her access.
5. Click Refresh.

The next step is to submit an Access Change request to add or delete roles as necessary.

Employee Termination
⚠️ Please do not request access removal for terminated employees. ITS is automatically notified of employee terminations.

If you have an emergency request to delete access for a terminated employee, contact the ITS Service Center at 734-764-HELP or 4HELP@umich.edu.

Questions?
If you have questions about any of the above, contact the ITS Service Center at 734-764-HELP or 4HELP@umich.edu.