Online Access Request System
Unit Liaison Authorization
Step-By-Step Procedure

Navigation
Open the Online Access Request System (OARS) home page: http://accessrequest.dsc.umich.edu

Online Access Request System Home Page

1. Under the Access Authorization and Management section, click the Pending & Unsubmitted Requests link.

Review and Authorize Access Request

2. Double-click the request that you want to process.

Role Information

3. 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 **Remove this Role**.
   - **Required Secondary Security** prompts you to provide secondary security information for any requested roles that require additional information.
- **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.
Information and Technology Services

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Comments Tab

4. In the Workflow section, click the **Comments** tab, and enter information related to the request, if necessary.

**Note:** Requests with comments take longer to process because they require manual processing by ITS Access Services.

Authorization Tab

5. In the Workflow section, click the **Authorization** tab. This section displays an Authorize button for the systems that you are allowed to authorize.

**Note:** The Authorization button will not appear until all required information has been supplied and any optional department authorizations have been completed.

6. Click the **Notify** checkbox if you want to receive an e-mail message when ITS has processed this request and granted access.

Authorize Tab

7. Click **FN Authorize** when you have entered all necessary information for this request and are ready to send it to ITS.

**Note:** Roles requested in a system cannot be changed after the UL or an alternate signer for that system has authorized the request. For example, once the SA Authorize button has been clicked, no changes to Student Administration roles can be made. The Student Administration request is sent to ITS for processing, regardless of the FN Authorization status.