



Unit Liaison Authorization

Navigation

Open the Online Access Request System (OARS) home page: <https://accessrequest.dsc.umich.edu>

Online Access Request System Home Page

Access Authorization and Management (for Unit Liaisons & Other Authorized Signers)

- [Review and Authorize Access Requests](#): Review access requests pending your authorization. (In Progress)
- [View Current Roles for My Department\(s\)](#): Review current roles assigned to staff in your department.
- [Set Unit Liaison Preferences](#): Set preferences such as department authorizers, notifications to alert you, etc.
- [Submit Batch Load Access Requests](#): Submit a spreadsheet for requests for multiple users.
- [Request to Delete a User's Access](#): Initiate a request to delete access for a user.

1. Click the **Review and Authorize Access Requests** link in the Access Authorization and Management section, which displays a list of access requests.

Review and Authorize Access Request

Review and Authorize Access Requests

Use the following instructions to access information about access requests that are Unsubmitted and Pending:

- Click the link on the right to toggle between the two views of access requests, Unsubmitted and Pending Requests or All Online Access Requests
- Use the following methods to access information:
 - Click the arrows in the left column to collapse and expand the requests within a system or access type.
 - Click the arrows in any of the column headings to sort the entries. Click once to sort in ascending order, click twice to sort in descending order.
 - Double-click to open a request for review, editing, or deletion.

Ref Num	Status	Username	User Name	Roles	Created	Requestor
000000	Pending Authorization	ipstrain	TRAIN, PAUL	GL BUDGET USER GL UNIT EXPEND COMMIT USER GL VIEWER	06/25/2007	nancyf

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

Role Information

Role Information

Roles Requested | **Current Roles** | Required Secondary Security | Optional Secondary Security

Add Roles

Roles Being Requested	Roles Available to Add
PR NONPO VOUCHER USER	AM DEPARTMENT ASSET SPECIALIST AM FINANCIAL MANAGER AM PROPERTY CONTROL MANAGER AM PROPERTY CONTROL STAFF AM PROPERTY DISPOSITION EMPL AM VIEWER AR BI MANAGER AR BI VIEWER AR COLLECTOR AR PAYMENT SPECIALIST

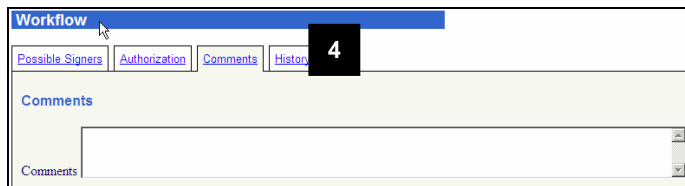
Role List Section

Click on a specific role name to view the role description, as well as training requirements and recommendations.

[PR_NONPO_VOUCHER_USER](#)

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 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.

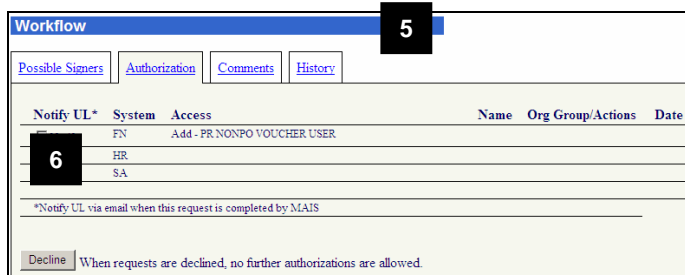
Comments Tab



- 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 unlike other request information, Comments require manual processing by MAIS Access Services.

Authorization Tab

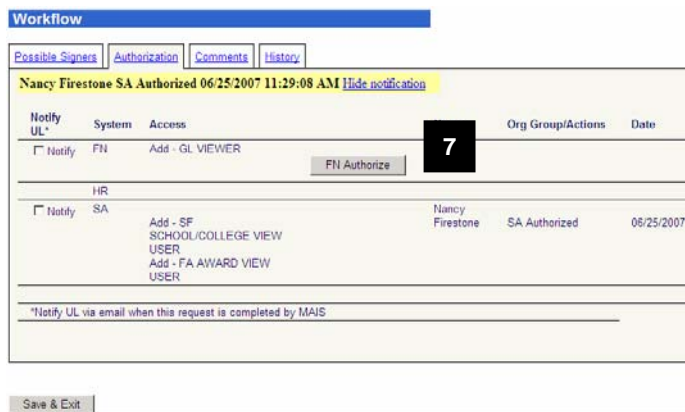


- In the Workflow section, click the **Authorization** tab. This section displays an Authorize button for the systems that you are allowed to authorize.

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

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

Authorize Button



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

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 MAIS for processing, regardless of the FN Authorization status.