UAccess Application Access Provisioning
Quick Reference Guide

General Steps to Approve/Deny a Request

1. From the UAccess Access Provisioning Tool (APT) home page, login to Approve and Monitor Requests.

2. From the My Tasks dashboard, find the request you wish to review. Click on the Task Number or Title to open the desired request.

3. Review the request information.

4. Use the 'Task Action' drop down menu to select the desired Action of Approve or Deny.

5. Note that only authorized persons should approve access requests. If you are not such a person, you should forward the request to the appropriate party using the delegate function at the top right or deny the request.