
Using UAccess Analytics to Find an Access Provisioning Liaison (APL)

Finding Your Department’s APL

All users can find their own APL by logging in to UAccess Analytics and clicking on *My UAccess Roles and APL.*

In addition to providing your APL information, the page will also show your completed prerequisites and your UAccess system roles.

Finding Another Department’s APL

Department / College Employees, Supervisors, Data Stewards, Authorizing Agents or other persons needing to identify the APL for a specific department, may do so via UAccess Analytics, if the person performing the search has UAccess Analytics, HR Medium access.

When an Analytics user has HR Medium access, the *Security > Security* dashboard is available for viewing.

The Security Dashboard includes many views of security related data; go to the Access Provisioning Liaisons tab as shown on the next page.
Using the home department ID of the person requiring access, search in the APL Authorized Depts field to identify their APL. Alternatively, to view which departments a given APL is authorized for, search by APL NetID. Other search fields are available if desired. Ensure the Show Summary/Active field is set to ‘Y’. 

For example, searching for dept 3501 in the APL Authorized Depts field (see below), we are able to see that Kris Sansbury, Sharon Young, LeAudrey Giordano and Toni Alexander are all APLs for dept 3501. We can also see the other departments for which they are APLs.

Keeping case sensitivity in mind for NetIDs and college codes, if you don’t find what you are looking for on the first search, consider modifying your search criteria.