Requesting Access to the Data
The Access Provisioning Tool (APT) is used to request access to restricted functions in UAccess systems. This is not necessary for self-service access that is included with your active employment profile.

Eligibility: Active UA Faculty, Staff or Designated Campus Colleague (DCC) may enter requests using the Tool. Prior to requesting access, the UAccess Acceptable Use Policy and Security Awareness Training must be reviewed and completed.

To submit an access request visit (requires UA NetID): https://apt.iam.arizona.edu/Requests/create

Steps for Requesting Access
1. Create a new request for access using UA NetID, Employee ID, Name, or Email for the employee who needs access. Then click the Submit button.

2. Select an Access Provisioning Liaison to approve your request.

3. Select a Request Type (Access Needed for Job Duties), Request Reason (New Hire or Current Employee), and Business Justification (e.g. “Access needed to run EDGE Learning reports for tracking employee completions.”).
4. Make selection from the Access/Roles for the System and Subject Area.
   - Select **UAccess Analytics** for the System
   - Select **Edge Learning** for the Subject Area (role)

5. Click the Save Button after making your selection (Edge Learning - Medium).
6. Select Submit Request

Once you are provisioned to access UAccess Analytics with the Edge Learning - Medium role, you will be able to pull reports on EDGE Learning certifications, courses, classes and learners.

To log into UAccess Analytics visit (requires UA NetID): [https://analytics.uaccess.arizona.edu/analytics/](https://analytics.uaccess.arizona.edu/analytics/)

**Navigating UAccess Analytics to Retrieve EDGE Learning Data**

Welcome to UAccess Analytics your resource for institutional data. After logging into UAccess Analytics, you will arrive on the **Home** page and see the **Global Header** (or menu bar). These items are tools you can use to navigate to the resources you need.

The Global Header is your permanent access point to every area of Analytics. Simply click the appropriate link on the Global Header to navigate to the tools you need. UAIR has developed a number of shared dashboards to provide users with the data they need. These can be found under the **Dashboards** menu item. The Dashboard menu give you access to all of the dashboards which you have been granted access.
EDGE Learning Dashboards
To access reporting for EDGE Learning click Dashboards and click on the link for EDGE Learning. This will take you to the EDGE Learning Overview page. The Overview page is a landing page that provides some valuable information.

The dashboard pages in the EDGE Learning suite of dashboards include:

**EDGE LEARNING DASHBOARD – OVERVIEW PAGE** ([link])
The Overview dashboard page serves as a reference guide to the EDGE Learning dashboard. It contains page descriptions, contact information for EDGE Learning and UAIR personnel, and useful links. Users can also find a link here to the old UAccess Learning dashboard which is still available but no longer being updated.

**CERTIFICATIONS – CATALOG** ([link])
Use this dashboard page to find any certification offered in EDGE Learning. You can filter the table down by Certification ID/NAME, Owning Dept, Created By, Status, Cert/Recert Tracks, and Learning Category.

**COURSES – SUMMARY, – CATALOG, AND – SPECIFIC DETAIL** ([link])
- **Courses – Summary** generates a high-level visualization for users to quickly grasp the current state of courses. Various prompts help refine the results to only represent a specific course.
- **Courses – Catalog** can be used to find any courses, and course descriptions, offered in EDGE Learning. Prompts here include Course ID/Name, Owning Dept, and Status.
- **Courses – Specific Detail** drills into a specific prompted course (but defaults to Course Id 1332, Information Security Awareness Training, initially) to view learner enrollments and transcripts. 12 additional prompts allow for further details including enrollment status (all enrollments, active, inactive), learner ID, job department, and more. Summary and Detail sections provide more information and view selections by transcripts or enrollments.

**CLASSES - CATALOG** ([link])
Find any courses offered in EDGE Learning with prompts for Class ID/Name, Class Owner, Status, and Scheduled Class Location, and Status.

**LEARNERS – SPECIFIC DETAIL** ([link])
This page will allow you to look at all the enrollments and transcripts for a specific learner by Employee ID, Learner Name, or Learner NetID and defaults to the current users ID, initially.
Using Dashboard Prompts to Filter Data

A Dashboard Prompt is a dynamic filtering tool available on most dashboard pages. Most dashboard prompts affect all of the analyses on a particular dashboard page. The dashboard prompt allows users to filter the analyses on the dashboard to suit their own needs. Below we can see the dashboard prompts for the Certifications – Catalog dashboard.

Click the dropdown menu for the prompt item you would like to filter the data on. Select the data point you are interested in viewing. You can select multiple values.

Additionally, you can click the “Search...” menu item to perform an advanced search for a set of value. Use the arrows to add or remove the selected values to the prompts.
The Right-Click Menu
Each data table has the option to right click on a column and bring up a set of functional tools that can be used to manipulate the data table. Using the right-click menu you can: sort the data, exclude or include data columns, and move columns.

Dashboard Customizations
UAccess Analytics allows you to save your selections in the dashboard prompt and any other changes you have made to the format of the data tables. Click on the Page Options (the cog icon) button in the upper right-hand corner of the page and select Save Current Customizations from the menu options. Name the customization and click OK.

You have the option of setting a particular customization as the default view for any dashboard in UAccess Analytics.

This menu also contains options for printing and exporting the data.

Want to learn more about using UAccess Analytics visit the UAIR website: https://uair.arizona.edu/training.

Need One-on-One Analytics Help?
Use our virtual office hours! Signup for a 25-minute session today during one of the time frames below.

Monday - Wednesday: 2-3 p.m.
Thursday - Friday: 10-11 a.m.

Book office hours