



## Requesting Access to EDGE Analytics Reports

**Eligibility:** Active UA Faculty, Staff, or Designated Campus Colleagues (DCC) may request access to the restricted functions in UAccess (those with a padlock icon). Prior to requesting access, you must read the UAccess User Agreement and Complete Security Awareness Training. Details and links are found on the [UITS website](#).

### Steps for Requesting Access

1. To submit an access request visit <https://uarizona.service-now.com/accessflow> (requires NetID).
2. Select **New Access Request** and, when the new window opens, indicate whether you want to **Add/Modify** or **Remove** a user.
3. Begin entering a user's name or NetID in the **Add Access** field until the desired individual appears. You can add access for several users at once as long as they have the same APL Approver.
4. The default time frame for access begins the next day for 99 years. You can reset the **Access Starts On** and **Access Ends On** dates if needed.
5. Open the drop-down menu under **Select APL Approver**. A list of approvers associated with your department will appear. Select the correct person.

**Note:** If you are requesting access for someone in a department other than your own, be sure to select the correct APL approver for that department.

The screenshot shows a web form titled "What do you want to do?". At the top, there are two buttons: a blue "Add / Modify" button with a plus icon and a red "Remove" button with a minus icon. Below these are three input fields: "Add Access for (Select users) \*" with a search box containing "Search users here"; "Access Starts on" with a date field set to "2021-09-15"; and "Access Ends on" with a date field set to "2120-09-15". At the bottom, there is a "Select APL Approver \*" dropdown menu with "Select APL Approver" in the selection box.



- In the **Set Permissions for Users** section, select **UAccess Analytics** under **Select Category**. Once the **What Access Required** list populates, select **EDGE Learning**. In the **Permission** column, select **Edge Learning–Medium**.

**Set Permissions for Above Users**

SELECT CATEGORY	WHAT ACCESS REQUIRED	PERMISSION
UAccess Analytics	Contract Information System	Edge Learning - High
UAccess Employee ▼	D2L	<b>Edge Learning - Medium</b>
UAccess Student ▼	Edge Learning	
Trellis		

- Select the **Add to List** button at the bottom of the **Permission** (middle) column, then the **Request Items List** column on the right will display the information you have entered.

#### REQUEST ITEMS LIST

**System Name:** UAccess Analytics  
**Subject Area:** Edge Learning  
**Role:** Edge Learning - Medium

- If the item requested is correct, enter the **Business Justification** for requesting access. Use the **Submit** button at the bottom right of the screen to finalize your request.



Add to List

**Business Justification\***

Provide a Business justification

Attachment(Optional) 

Submit

9. You will not receive automatic email notification when your request has been approved. To view the status of your request, select **Your Request** to log into the dashboard.



Home  
Manage Access  
Browse Catalog  
**Your Request**  
Search Roles List

10. You will see two categories: **Open Requests** are still awaiting APL approval; **Closed Requests** have been processed.

**4** Open Request



**19** Closed Request

