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.servicenow.com/accessflow](https://uarizona.servicenow.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.
6. 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](image)

7. 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](image)

8. 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.
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.

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