Request Role/Access Instructions
Budget System, Local Fund Budget (LFB) System, & Request for Budget Change (RBC)

- Go to the Access Provisioning Tool - [https://it.arizona.edu/service/access-provisioning-tool](https://it.arizona.edu/service/access-provisioning-tool)
- Select “Submit Access Request”
• Enter in Employee information (first name, last name, or employee ID#, or EmplID)
• Select the Approver
• Select Request Type and Reason and Include a Business Justification
• Select Continue to Role Selection

• Select the “UAccess Budget” for the System. Subject Area will default to UAccess Budget.

• Enter in any additional information for the justification

• Select access/role. Budget System, LFB, or RBC. A description for each role is listed in the Access Provision Tool

• When selecting “Budget System” you will be required to input the department numbers. You will also need to select the type of access. Here is a list of those options and definitions.
  o View Only Primary Department (access to view and no edit primary department only)
  o View Only Multiple Department (access to view and no edit multiple departments)
  o View Only All Departments (access to view and no edit to all departments)
  o Create/Edit Budget Line – View and edit access to all departments which access has been requested
• When selecting “Local Fund Budget (LFB) System” you will be required to input the Shell Codes. You will also need to select the type of access. Here is a list of those options:
  o Shell Data Entry/Edit
  o Shell Data Entry/Edit/Approve

• When selecting “Request for Budget Change (RBC) System” you will be required to input the department numbers. You will also need to select the type of access. Here is a list of those options:
  o Create RBC Only
  o Department Level Approval Authority
  o College Level Approval Authority
  o VP Level Approval Authority

• Once Access/Roles have been selected and all fields are complete, you’ll click the “Save” button and each selection will indicate that it’s been saved.

• A summary of your Provisioning Request will be listed, and you can either Submit Request or Add Role if you need to submit for other systems.
• Once submitted the system will confirm request