Request Role/Access Instructions
Request for Budget Change (RBC) & Budget System

- 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 “Request for Budget Change (RBC)” for the System. Subject Area will default to Request for Budget Change (RBC).

Select Access/Roles

Select access/role. Budget System or RBC. A description for each role is listed in the Access Provisioning 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 “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:

- Create RBC Only
- Department Level Approval Authority
- College Level Approval Authority
- 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.