

Thank you for expressing interest in Access.SMU training! Before an employee is enrolled, the supervisor must first request security access for their employee. The following is a supervisor's guide to requesting the necessary security access. The request must be submitted and approved by the Registrar or the appropriate Module Lead *prior* to enrolling in training.

Request Security Access

- 1. Go to IT Home Page (http://www.smu.edu/oit)
- 2. Click on "Open a ticket" located under the "Get Help" icon.
- 3. Login using your SMU ID and Access.SMU password.



4. Click on "Account Requests" under the user name.



5. Select type of employee and access type needed:

For New Hires:

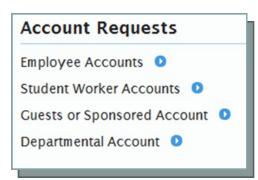
Click the blue icon next to "Employee Accounts"

Click the blue icon next to "Modify Existing Account with

Administrative Access.SMU Permissions"

For Student Workers:

Click the blue icon next to "Student Worker Accounts" Click the blue icon next to "Account Request with Administration Access.SMU Permissions"





- 6. Enter a brief description on the details tab if needed.
- 7. Complete all indicated fields on the "Required Fields" tab.



***Note: Make sure to complete the "Select functionality needed for SAS" (Student Administrative Services)" field to request *all* necessary security permissions.



8. Save and submit the form. It will be routed to the Registrar and/or the appropriate Module Leads. They will determine, based on the information provided, which Access.SMU training is needed. Their approval is **required** for training authorization.

After review, you will be notified of which Access.SMU training classes are needed. At that time you may register for the approved classes on the IT Training Classes page, http://www.smu.edu/OIT/Training/Classes.aspx.

We look forward to seeing you in training,

The IT Training Team Southern Methodist University (214)768-1824