Thank you for expressing interest in my.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](http://www.smu.edu/oit))
2. Click on “Open a Ticket” located under the “I want too...”.
3. Login using your SMU ID and my.SMU password.
4. Click on “Account Requests” under IT Forms.

   ![IT Forms](image)

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 “Account Create and Modify”
   - **For Student Workers:**
     - Click the blue icon next to “Student Worker Accounts”
     - Click the blue icon next to “Account Request”

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

After review, you will be notified of which my.SMU training classes are needed.

We look forward to seeing you in training,

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