



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>)
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



Account Requests



Telephone Services

5. Select type of employee and access type needed:

Account Requests



Employee Accounts



Student Worker Accounts

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.

The image shows a horizontal tabbed interface with three tabs: "Details", "Required Fields", and "Attachments". The "Required Fields" tab is currently selected and highlighted in red text, while the other two are in blue text. The tabs are set against a light blue background with a subtle border.



SMU[®]
IT Training

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

Select functionality needed for SAS::

Student Financials ☐ Student Records ☐ Admission ☐ Financial Aid ☐ Academic Advising ☐
Campus Community ☐ Orientation Registration/Health Insurance ☐

Select functionality for HR (not self service):

Payroll ☐ Benefits ☐ Human Resources ☐ eRecruit Hiring Manager ☐

If HR-List Department IDs to access::

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