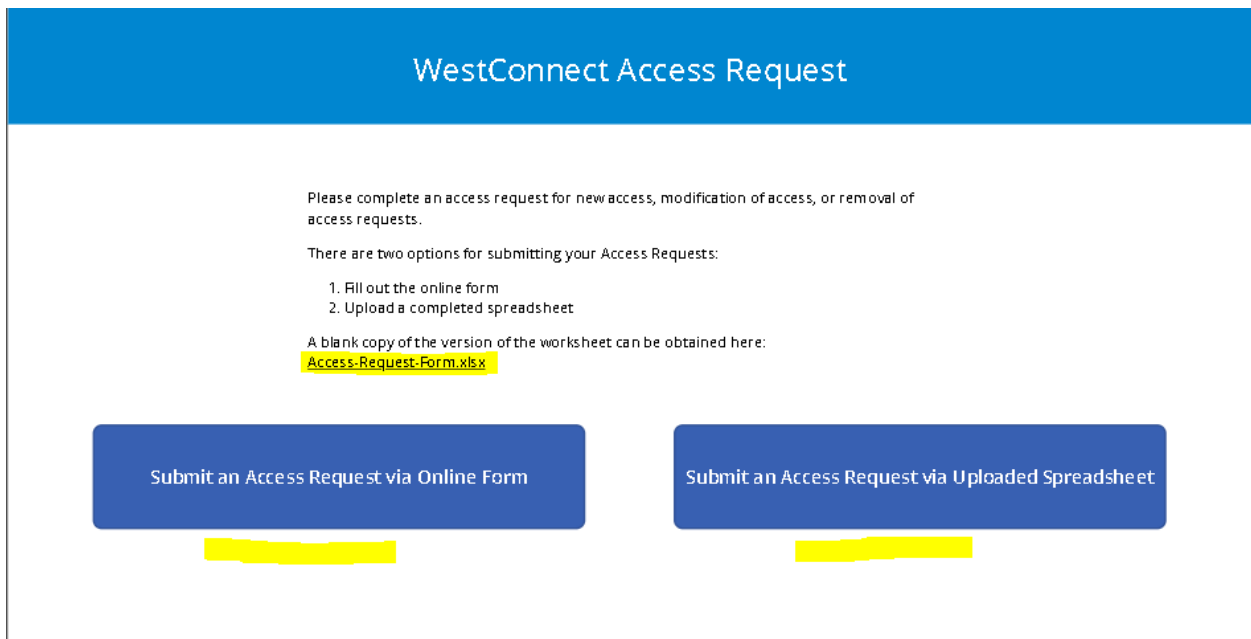


Access Request App Instructions

The new access request system uses your Office 365 log-in information that is your single computer account username and password at the university.

The main screen looks like the below image, and provide you with 3 options:

1. You can obtain a copy of the current Excel form
2. You may use the lower left button to complete information and submit the form online for single, or multiple users.
3. You may use the lower right button to upload the current Excel form that you completed outside of the application. Many departments use this for their initial semester access request submission where all of their faculty, staff, and/or students are listed.



Submit an Access Request using the Online Form

To submit an Access Request using the Online Form, you must complete the required field indicated with an asterisk. The department chair and main contact use Outlook search feature to find the name and associated email.

* Department * Semester

* Department Chair * Request Main Contact

Access Requests: There are unsaved changes in the list below

Last Name, First Name	Banner ID	Select Position	Choose An Action	Identify location(s) for access	Enter expiration date and/or exclusion times

This row has not been saved

When you complete the access request line and hit save you will see the items. You may choose to edit or delete the information.

You may also add another access request line to the submission.

The screenshot shows the WESTCONNECT access request form. At the top, there are fields for Department (WESTCONNECT Office) and Semester (Fall 2020). Below these are dropdown menus for Department Chair (Deanna Cibery-Schaab) and Request Main Contact (Tracy Flanagan). There are two buttons: "Submit Request" and "Cancel Request".

Under the "Access Requests:" section, there is a table with one row of data:

Last Name, First Name	BannerID	Select Position	Choose An Action	Identify location(s) for access	Enter expiration date and/or exclusion times	Buttons
Suzie	12345678	Student	Add Access	Old Main, exterior door, Old Main 013	12/16/2020	Edit, Delete

Below the table is a form for adding a new request line with fields for Last Name, First Name, BannerID, Select Position, Choose An Action, Identify location(s) for access, and Enter expiration date and/or exclusion times. A "Save" button is at the bottom right. A red message below the form reads "This row has not been saved".

When you have finished with your form data entry, you may choose the Submit Request button to send the request.

This screenshot is identical to the one above, but the "Submit Request" button is circled in red to highlight it.

Submit an Access Request via Uploaded Spreadsheet

First, be sure you have the current form that is available on the app, or on the WESTCONNECT website.

Complete the form outside of the app. and save it to your computer files.

Then use the app. to upload the form and submit it.

1. Use the attach file icon to navigate to the file saved to your computer records.
2. When a file is uploaded, the Submit Request button will be activate, and you may select it to submit the request.
3. Note that all required information must be completed at the top of the form. The department chair and main contact use Outlook search feature to find the name and associated email.
4. NOTE- you may only submit one spreadsheet at a time. If you are submitting full-time, part-time, and students as separate spreadsheets, each spreadsheet must be uploaded individually.

* Department * Semester

* Department Chair Type Name or Email address of Chair

* Request Main Contact Type Name or Email address of Main Contact

Upload an Access Request Spreadsheet

There is nothing attached.

A blank copy of the version of the worksheet can be obtained here:
[Access-Request-Form.xlsx](#)

A file is not currently attached