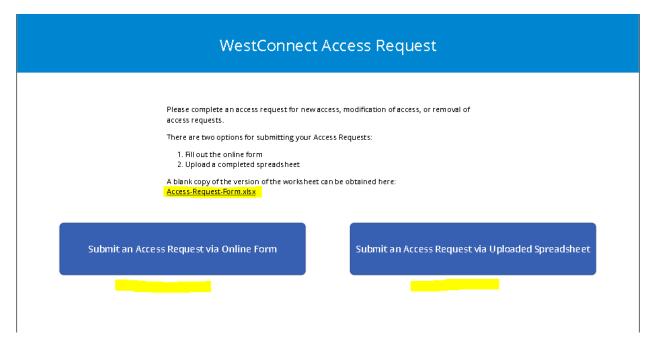
Access Request App Instructions

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

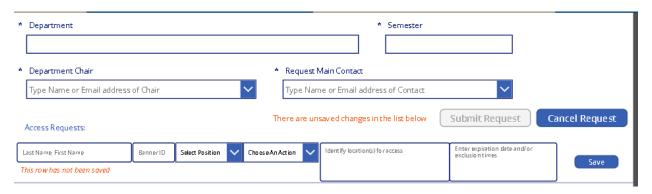
The main screen looks like the image below, and provides 2 options:

- 1. **Submit an Access Request via Online Form.** Select the lower left button to complete the information in the App.
- 2. **Submit an Access Request via Uploaded Spreadsheet.** Select the lower right button to upload the completed Excel form, and then continue submission in the APP. Many departments use this for their initial semester access request submission where all of their faculty, staff, and/or students are listed.



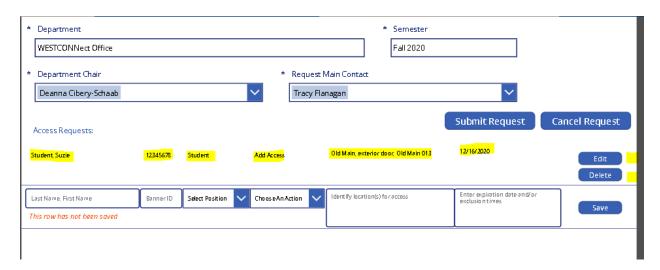
1. Submit an Access Request via Online Form

Select the **Submit an Access Request via Online Form** button. Complete the required fields indicated with an asterisk. The department chair and main contact fields use the Outlook search feature to find the name and associated email.

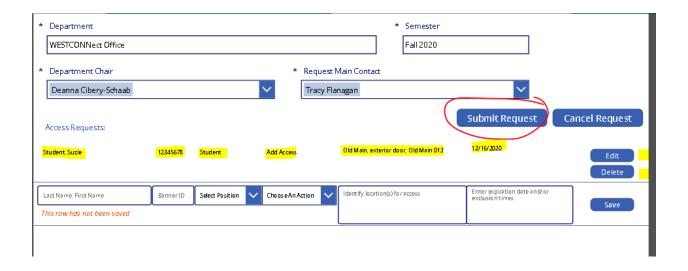


When the access request line is completed select the **save** button to review. There is an option to edit or delete the saved information.

More than one access request line may be added to the submission. Remember to save and review.

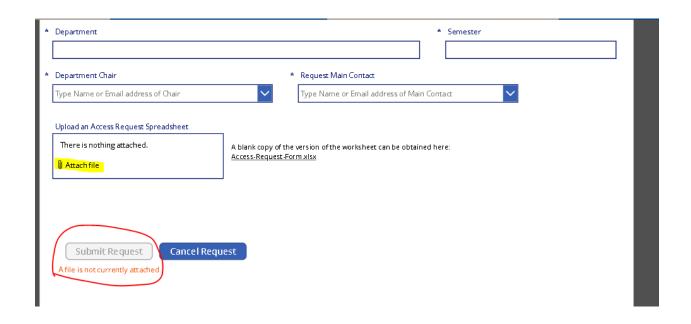


When finished select the **Submit Request** button to send the request.

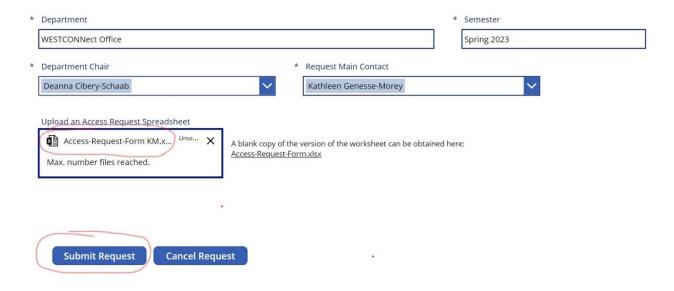


2. Submit an Access Request via Uploaded Spreadsheet

Complete the Access Request Excel Form first, fill in all information, and save it to your computer. Then select the **Submit an Access Request via Uploaded Spreadsheet** button. Complete the required fields indicated with an asterisk. The department chair and main contact fields use the Outlook search feature to find the name and associated email.



Once completed, upload the Excel file, and the **Submit Request** button will then become available. Select the **Submit Request** button to send the request.



Please note:

- Only one spreadsheet may be submitted at a time. If submitting full-time, part-time, and students as separate spreadsheets, each spreadsheet must be uploaded individually.
- A confirmation email will be sent with an access request number for reference. Please have this number available if you have any questions regarding this submission.