

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.

WestConnect Access Request

Please complete an access request for new access, modification of access, or removal of access requests.

There are two options for submitting your Access Requests:

1. Fill out the online form
2. Upload a completed spreadsheet

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

Submit an Access Request via Online Form

Submit an Access Request via Uploaded Spreadsheet

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.

* Department * Semester

* Department Chair * Request Main Contact

Access Requests: There are unsaved changes in the list below

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

This row has not been saved

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.

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

The "Access Requests:" section contains a table with one row of data:

Student, Suzie	12345678	Student	Add Access	Old Main, exterior door, Old Main 013	12/16/2020	Edit	Delete
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Below the table is a form for adding a new row 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 next to it. A red message below the form states: "This row has not been saved".

When finished select 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 indicate the final step in the process.

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.

* Department * Semester

* Department Chair * Request Main Contact

Upload an Access Request Spreadsheet

There is nothing attached. [Access-Request-Form.xlsx](#)

A file is not currently attached

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

* Department * Semester

* Department Chair * Request Main Contact

Upload an Access Request Spreadsheet

Unsa... X [Access-Request-Form.xlsx](#)

Max. number files reached.

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.