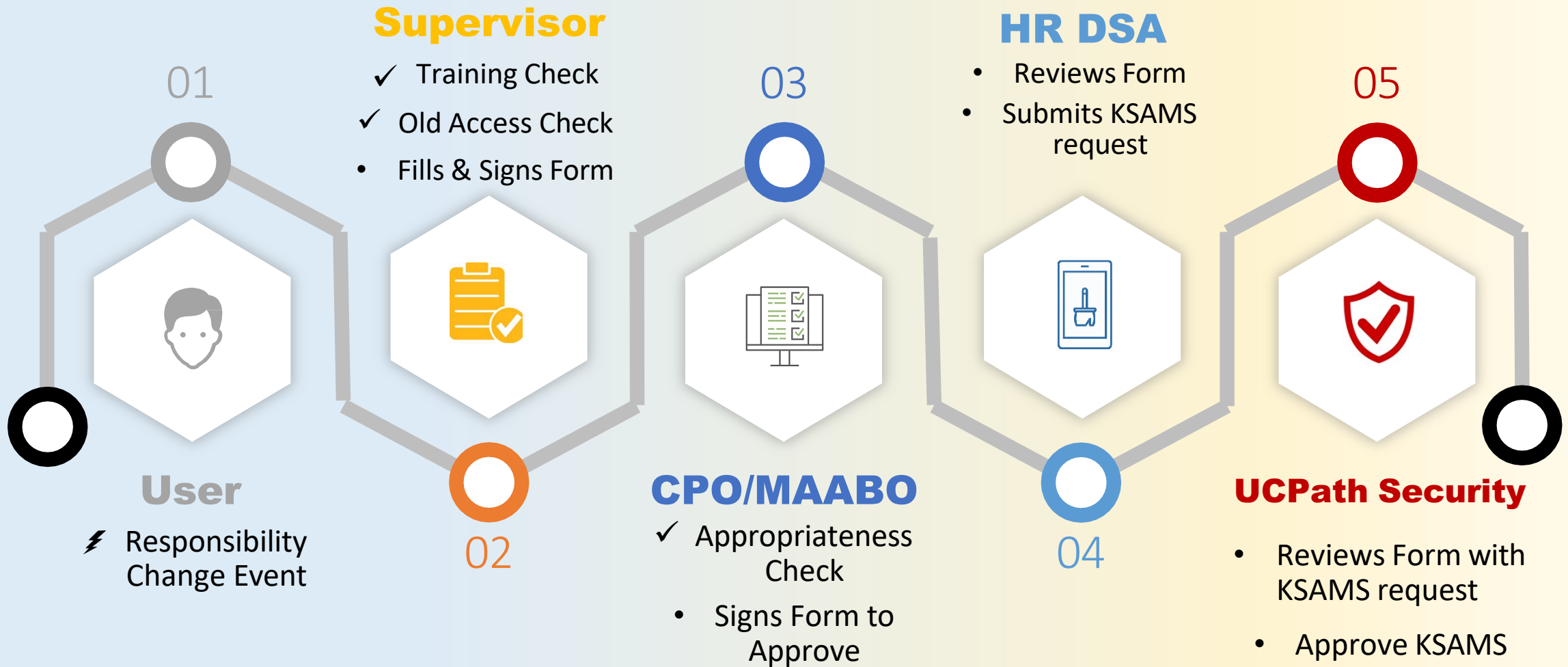


UCPath Access Request Online Form



UCPath Security Access Form-FAQ

	Question	Answer
1	Do I need to submit the form each time?	Yes. The form covers information not in KSAMS.
2	How many people need to sign the form?	Two. Supervisor (requestor) and one other officer in user's department hierarchy. Without 2 signatures, the form does not go anywhere.
3	Do I need to specify HR DSA?	Yes. The forms serves as data entry source document to create a KSAMS request. If DSA is not specified or routed to, the access process is incomplete.
4	Do the DSA sign?	No. HR DSA approves the KSAMS request, not the form.
5	The selected roles on form require training, can I submit form a) without checking off the box that training was completed or, b) I check the box as employee is planned to get trained?	No. The form is submitted after all required training has been completed by employee when the selected role requires training.
6	What if I am the CPO or MAABO and/or the Supervisor of the employee, who would be the second signatory?	A CPO or CAO can be the second signatory, or even HR Business Partner, for example.
7	How do I know where the courses for roles requiring training are listed?	UCPath Roles Wiki
8	Can the form be used for DSS (Cognos) reports?	No. The form is designed only for <u>UCPath Online</u> elevated access.
9	Do I need to save the PDF version of the completed form?	Sure, if there is your unit's process to maintain such records. For approvals, you do not.
10	Where is the form?	Here in DocuSign. A link is also on the UCPath System Access (Security) page .