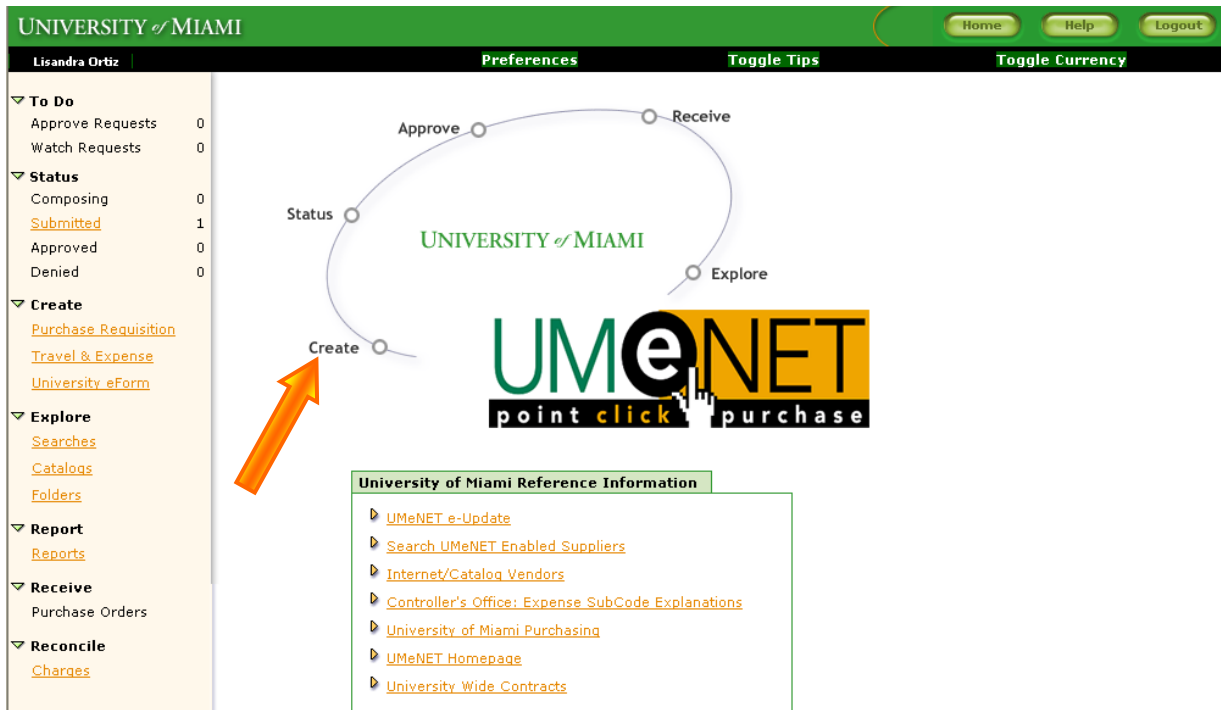


Instructions to Complete the DHRs Access Form in ARIBA (UMeNet)

1. Login to [UMeNet](#) using your CaneID and Password



2. Click on **Create**



3. Click on **University eForms**



Create a New Request

Select the type of request you want to create; for example, a purchase requisition to order items.

[How To](#)

What would you like to create?

- [Purchase Requisition](#)
- [Travel & Expense](#)
- [University eForms](#)
















4. Click on the arrow  next to **Security & Control Administration**



Create Request Using Company eForm













eForms are provided by your company. Select or search for a form to use to create your request.

[How To](#)

Name	Description
 eCheck	eForm for creating a Check Requisition
▼  FRS Request	FRS Account Request eForms
 Cancelled Check/Stop Payments	Cancelled Checks/Stop Payments Request eForm
 FRS Account Freeze eForm	FRS Account Freeze eForm
▼  Human Resources	Human Resource related eForms
 Create New Position	Create New Position
 Fill Vacant Position	eForm for updating and posting an existing job position
 Reclassify a Position	eForm for updating and reclassifying an existing job position
 JERF Request	Temporary Employee eForm (TERF)
▼  Risk Management	Risk Management related eForms
 Insurance Request	eForm for requesting Risk Management approval of a vendor
 Security & Control Administration	System access related eForms
▶  In Development	eForms not quite ready for prime time



5. Click on **DHRS Access**

▼  Security & Control Administration		System access related eForms
	AP/DMAS	Administrative Access Request for Accounts Payable / DMAS
	Accounts Receivable	Administrative Access Request for Accounts Receivable
	Alumni Donor	Administrative Access Request for Alumni Donor
	Disability Services Management	Administrative Access Request for Disability Services
	Employee Benefits Management	Administrative Access Request for Employee Benefits
	Enrollment Management Financial	Administrative Access Request for Enrollment Management Financial
	Facilities Directory Management	Administrative Access Request for Facilities Directory
	Financial Aid	Administrative Access Request for Financial Aid
	DHRS Approval Loop	DHRS Approval Loop (DHRS)
	DHRS Access	Administrative Access Request for Human Resources (DHRS)
	Lockbox	Administrative Access Request for Lockbox



6. Complete the **User Information** section

UNIVERSITY of MIAMI
Home Help Logout

Lizandra Ortiz
Preferences Toggle Tips Toggle Currency

SC100560: DHRS Access for
Next > Summary Exit

1 User Information DHRS Access

This form is used to request access to the selected University of Miami administrative system. You may request access for another user by selecting them from the 'Access For' dropdown. Select desired RACF/PIDMS User ID if multiple IDs exist. If one does NOT exist Security & Control will create one.

Save As: DHRS Access for

User Information

<p>* Access for: <input type="text" value=""/></p> <p>* Address Line 1: <input type="text" value="127 Max Orovitz Building"/></p> <p>Address Line 2: <input type="text" value="Human Resources"/></p> <p>Address Line 3: <input type="text" value=""/></p> <p>* City: <input type="text" value="Coral Gables"/></p> <p>* State: <input type="text" value="Florida"/></p> <p>* Zip Code: <input type="text" value="33124"/></p> <p>Zip+4: <input type="text" value=""/></p> <p>* Locator Code: <input type="text" value="1410"/></p>	<p>* RACF/PIDMS User ID: <input type="text" value=""/></p> <p>* New/Additional RACF/PIDMS ID? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>* Employee ID: <input type="text" value=""/></p> <p>* Email: <input type="text" value="lortiz@umiami.edu"/></p> <p>* Phone: <input type="text" value="(305) 284-3087"/></p> <p>* Department: <input type="text" value="44005-00: HUMAN RESOURCES - GABLES/MARINE"/></p> <p>* Supervisor: <input type="text" value=""/></p> <p>* Computer Charge Account: <input type="text" value=""/> [select]</p>
---	--

Authorized System User Agreement

The use of this ID number or information obtained using the requested system by persons Not authorized may result in violation of the Family Education Rights And Privacy Act (Buckley Amendment) and other confidentiality provisions of State and Federal law and can lead to disciplinary sanctions which may include dismissal from the University. I have read, understood and agreed to abide by the University of Miami Policies below.

I agree
 I do NOT agree

! You must agree to the User Agreement statement to continue.

[Policy A040 - Software Copyright Protection](#)
[Policy A045 - Computer Access And Confidentiality](#)
[Policy A046 - Use Of University Computing Facilities](#)
[Policy A047 - World Wide Web Policies](#)

** indicates required field*

Next > Summary Exit

- a. The information under **User Information** will default. Make changes as necessary.
- If you select **Yes** next to **New/Additional RACF/PIDMS ID?**, provide a detailed explanation.

User Information

* Access for:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code:

Zip+4:

* Locator Code:

* RACF/PIDMS User ID:

* New/Additional RACF/PIDMS ID? Yes No

If yes, explain purpose: **Explanation Required.**

* Employee ID:

* Email:

* Phone:

* Department:

* Supervisor:

* Computer Charge Account: [[select](#)]

- To change the **Computer Charge Account**, click on [[select](#)]
- Search for the value for **Computer Charge Account** by Account Number, Name, or Department Number

Choose Value for Computer Charge Account [Cancel]

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page. [How To](#)

There are too many matches to display the entire list. Refine your search criteria and try again.

Field:

Account Number	Name	Department Number
No items		

[Cancel]

- b. Review the statement and the policies under **Authorized System User Agreement**, then select **I agree**

Authorized System User Agreement

The use of this ID number or information obtained using the requested system by persons Not authorized may result in violation of the Family Education Rights And Privacy Act (Buckley Amendment) and other confidentiality provisions of State and Federal law and can lead to disciplinary sanctions which may include dismissal from the University. I have read, understood and agreed to abide by the University of Miami Policies below.

I agree I do NOT agree

You must agree to the User Agreement statement to continue.

[Policy A040 - Software Copyright Protection](#)

[Policy A045 - Computer Access And Confidentiality](#)

[Policy A046 - Use Of University Computing Facilities](#)

[Policy A047 - World Wide Web Policies](#)

** indicates required field*

Next >

Summary

Exit

- c. Click **Next >** at the bottom of the page

7. Complete the **Profile/Content Security** section

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Home Help Logout

Lisandra Ortiz
Preferences Toggle Tips Toggle Currency

SC100560: DHR5 Access for
< Prev Next > Summary Exit

2
DHR5 Access

Use this form to specify the Access desired for the Requester. Provide as much detail as necessary. Your input will be used by the Data Custodian and Security and Control to specify the access permissions. Depending on your user role, you may be allowed to enter additional information like Access Exclusions, Job Codes, Level of Access and Organization areas the requester will access. If additional space is necessary you may make comments or attach documents in the summary section of this form

Access Request

Enter a description of the access required. The Data Custodian will specify your access profile based on this input.

*Request: New Access Additional Access Change Access

*Access Requested:

Crossover Approver: ?

Specify Access Exclusions: ?

Copy Access from user: ?

Job Codes

Indicate Job Codes the requester needs to Access

Administrative/Professional (A): <input type="checkbox"/>	Research Associate (R): <input type="checkbox"/>
Faculty (B-C-D-G): <input type="checkbox"/>	Undergraduate Students (L) (P) (INQUIRY ONLY): <input type="checkbox"/>
Staff (H-I-J-K): <input type="checkbox"/>	Graduate Students (N) (INQUIRY ONLY): <input type="checkbox"/>
Physical Plant (M): <input type="checkbox"/>	All employees in the area: <input type="checkbox"/>
Not Selection: <input type="checkbox"/>	

*Job Codes Selection: (None)
! Must select at least one Job Code group from check boxes above

Level of DHR5 Access

Indicate Level of DHR5 the Requester needs to Access.

Full Inquiry Access (HR4B): <input type="checkbox"/>	Departmental Approver Access (HR9C): ? <input type="checkbox"/>
Departmental Document Input Access (HR9B): <input type="checkbox"/>	HR Kronos (HRKN1): <input type="checkbox"/>
Verify Inquiry Campus Dir. (HR4C): <input type="checkbox"/>	Wellness Center (HRWL): <input type="checkbox"/>

Click button to show/hide more levels --->:

*Access Level Selection: (None)
! Must select at least one Level of DHR5 Access from check boxes above

Organization

Select the appropriate Departments the Requester needs to access

*Content Security: (select a value) [select]
! Content Security selection is required

* indicates required field

< Prev Next >
Summary Exit

- a. In the **Access Request** section, specify the access desired (New Access, Additional Access, or Change Access) and provide as much details as possible in field next to **Access Requested**

- b. Select the checkboxes next to **Crossover Approver**, **Specify Access Exclusions**, and/or **Copy Access from user**, if applicable
- If you are a **Crossover Approver**, you also need to complete a [DHR Approval Loop Form](#)
 - If you select **Specify Access Exclusions**, specify the exclusions in the given field. For example, *“Exclude user to set salary data for Job Code A in Org 1001”*

- iii. If you select **Copy Access from user**, select **Other** from the drop-down menu to specify which user to copy access from

Access Request

Enter a description of the access required. The Data Custodian will specify your access profile based on this input.

*Request: New Access Additional Access Change Access

*Access Requested:

Crossover Approver: ?

Specify Access Exclusions: ?

Copy Access from user: ?

(no value) v
 (no value) v
 Other...

to copy access from

- iv. Search for the appropriate user to copy access from by Name, Title, UM Employee ID, Home Department, or Department Name

Choose Value for Profile Same As User Cancel

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page. [How To](#)

There are too many matches to display the entire list. Refine your search criteria and try again.

Field:

Name	Title	UM Employee ID	Home Department	Department Name
No Items				

Cancel

- c. In the **Job Codes** section, check all the job codes for which you are requesting access

Job Codes

Indicate Job Codes the requester needs to Access

Administrative/Professional (A): Research Associate (R):

Undergraduate Students (L) (P) (INQUIRY ONLY): Faculty (B-C-D-G):

Graduate Students (N) (INQUIRY ONLY): Staff (H-I-J-K):

All employees in the area: Physical Plant (M):

Not Selection:

tion: (None)

Must select at least one Job Code group from check boxes above

*Job Codes Selected

- d. In the **Level of DHRS Access** section, check all the levels of DHRS for which you are requesting access

- i. Click the button at the right  to show more levels of DHRS Access

Level of DHRS Access

Indicate Level of DHRS the Requester needs to Access.

Full Inquiry Access (HR4B): Departmental Approver Access (HR9C): ?

Departmental Document Input Access (HR9B): HR Kronos (HRKN1):

Verify Inquiry Campus Dir. (HR4C): Wellness Center (HRWL):

Click button to show/hide more levels --->:




* Access Level Selection: **(None)**
! Must select at least one Level of DHRS Access from check boxes above

- e. In the **Organization** section, select the appropriate Department(s) for which you need access by clicking [[select](#)]

Organization

Select the appropriate Departments the Requester needs to access

* Content Security: **(select a value)** [[select](#)]
! Content Security selection is required

- i. To add one or more values to **Content Security**, (1) select a value from the given list by clicking on the arrow  to expand the department listing or (2) search by "Organization Code" or "Description." Select the checkbox next to the appropriate value to add it to the list. To remove values from the list, click a value's checkbox to deselect it. Click **OK** when you are finished.

Add to Currently Selected

To add one or more values to the list of those currently selected, browse the values in the Add section of the current or other pages, or search for a specified value, and then click the value's check box. When you navigate to another page of values, any values selected in the Add section are automatically added to the list of currently selected values. To remove values from the list of those currently selected, click a value's check box to deselect it. When you are finished selecting or deselecting values, click **OK**. [How To](#)

Field:

OrgCode
 Description

<input type="checkbox"/>	OrgCode	Description
<input type="checkbox"/>	▼ All	All ORG Codes
<input type="checkbox"/>	▶ 10	10: PRESIDENT
<input type="checkbox"/>	▶ 20	20: EXECUTIVE VP & PROVOST
<input type="checkbox"/>	▶ 30	30: MEDICAL AFFAIRS
<input type="checkbox"/>	▶ 40	40: BUSINESS AND FINANCE
<input type="checkbox"/>	▶ 50	50: UNIVERSITY ADVANCEMENT
<input type="checkbox"/>	▶ 60	60: INTERCOLLEGIATE ATHLETICS
<input type="checkbox"/>	▶

f. Click **Next >** at the bottom of the page

8. Review the **Approval Flow** section. The approval flow lists users who must approve the request and the reason they are included in the approval process.

- Click on **Add Approver** to add a new user or role (set of permissions) to the approval flow. You are authorized to add approvers if you are the preparer, requester, or an approver.
- To add an approver, select **Other** under the **Approver** drop-down menu

Approval Flow - DHRS Access

Approver: | [Select Approval List](#)

Add this approver as: cher

Other...

Provide a reason:

- Enter the approver's name (you can enter first name, last name, or both) and click on **Search**. Once you find the appropriate person, click on **Select**.

Choose Value for Approver

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page. [How To](#)

There are too many matches to display the entire list. Refine your search criteria and try again.

Field: Name

Name

(no value)

- d. Select the appropriate option next to **Add this approver as** (Approver or Watcher)
- e. Provide a detailed reason for adding the approver in the **Provide a reason** field
- f. Select the appropriate option between “Add approver to the approval flow, as the first or subsequent approver” and “Add approver in parallel to the entire approval flow”
- g. Click on **OK**

Approval Flow - DHRS Access

Approver: | [Select Approval List](#)

Add this approver as: Approver Watcher

Provide a reason:

Legend: Pending Active Approved Denied Watcher

SC100560

```

graph LR
    A[Maria Vicente] --> B[dHRS Data Custodian (Gables)]
    B --> C[Security And Con]
    D[dHRS IT Watcher]
  
```

Add approver to the approval flow, as the **first** or **subsequent** approver

Add approver in **parallel** to the entire approval flow

h. Click **Next >** at the bottom of the page

9. Review the **Summary** screen, which displays your completed DHRS Access Form. Click on the **Approval Flow** tab to review the approval flow. Make any necessary changes and click on

Update

10. You can also add an attachment by clicking on **Add Attachment**

- a. Click on Browse
- b. Search for the document you need to attach
- c. Click on OK

Add Attachment

Browse to and select a file to include with your comments. [How To](#)

File:

d. You can delete the attachment by clicking on **Delete**

11. Add **Comments**, if necessary, in the given field

Comments - Entire DHRS Access

Comments:

Add Attachment

Delete

12. Click on **Submit**