

## Oracle and Concur Access Request Workflow Approval Instruction Guide

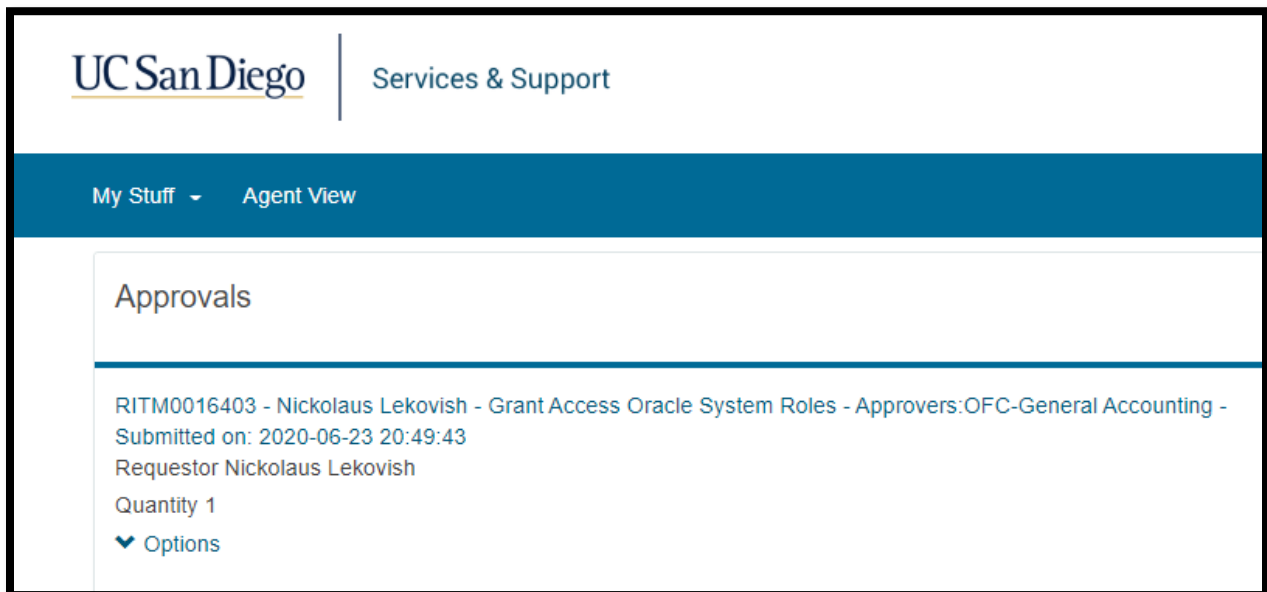
If you are someone that is the recipient of a role access approval, then these instructions will provide you with the information to complete the review.

Navigate to the Services and Support website: <https://support.ucsd.edu/services>.

Select My Stuff, and then select Approvals.



Select the item listed.



Review the details of the request. Specifically, the questions below are important:

- What financial Business Unit is the person requesting roles for?

- Select the Financial Unit that should approve this access request.
- What [domain] role(s) does the person need?

**Requestor Financial Business Unit**  
UCSD CAMPUS

**Requestor Oracle Roles**  
UCSD\_BI\_AUTHOR\_JOB,UCSD\_PER\_EMPLOYEE\_ABSTRACT\_JR,UCSD\_APR\_ACCOUNTS\_PAYABLE\_SU

**Does the person need access granted or revoked?**  
Access Granted

**When does the person need access?**  
2020-06-23 13:48:53

**What financial Business Unit is the person requesting roles for?**  
UCSD CAMPUS

**Select the Financial Unit that should approve this access request.**  
BFS General Accounting | 5000043

**What PPM General Projects role(s) does the person need?**  
UCSD PPM Project Inquiry and Reporting JR

The section for Requestor Oracle Roles provides the roles that the currently has.

To approve the request, click the Approve button. Please note that you should only approve the request if the whole request is approved. If any of the information is incorrect, then the request should be rejected. To reject the request, enter reason for the rejection in the text field, and then click the Reject button.

**This Requested Item requires your approval**

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**State**  
Requested

**Created**  
13m ago

Enter comments