Summary

When an employee's position changes, USG policy requires a review of security access within 30 days of the change. The Administrative Information Systems (AIS) security team contacts both the new supervisor and the employee as positions change to outline the below options.

- ### If No Security Changes are Needed:

  If no changes to security access are needed, the new supervisor should submit an Access Request Form (ARF) with the words "No changes required - This ARF is submitted to confirm there is a continued need for this access to perform job responsibilities given that the user had a recent change in position" in the comments section. Please see below for quick instructions on submitting the form, or more detailed instructions can be found here. (Note: You will only need to enter the green text above into the comments and will not need to select any roles or units.)

- ### If Security Changes are Needed:

  If changes to security access are needed, the new supervisor should submit an Access Request Form (ARF) with the applicable changes to security permissions. You can view the user's current security permissions directly on the Access Request Form. Learn more here to review or revoke roles, or here to add new roles.

Quick Start for Security Access

An ARF (access request form) needs to be submitted by the supervisor for any access requirements. A list of the user's current roles can be viewed in the ARF. To submit an ARF: On the UGA Financials Homepage, click the Employee Self Service menu and select **UGA Financials**.
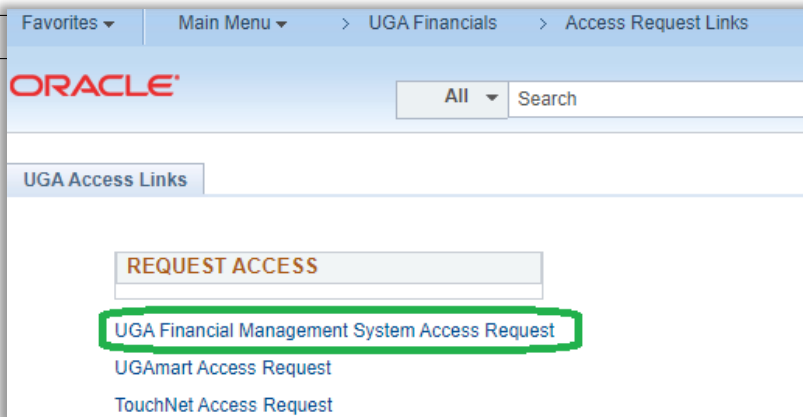
The Request Access tile is found on the UGA Financials homepage.

Click the **Request Access** tile.

On the UGA Access Links page, there are multiple links. The **UGA Financial Management Systems Access Request** is primary if you are submitting an access request with no changes to be made.

If no changes are needed to security access, please select the CBO approver on the form, then add the following text in the justification comments box. Submit the form and you're done!
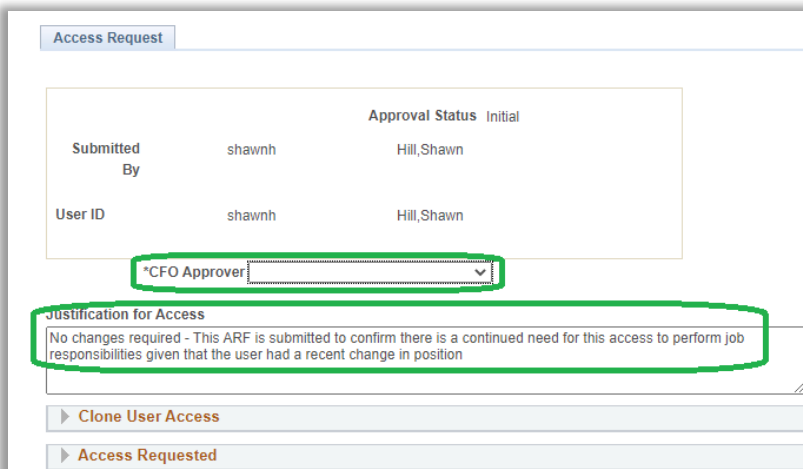
Additional Information

- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).

- Training on Requesting System Access can be found in the [OneSource Knowledge Base](#).