


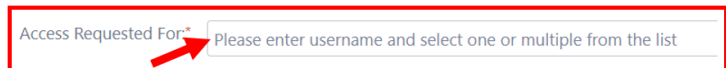
HRTS Access Request User Guide

HR Contacts are authorized to submit HRTS Appointment Change Access requests, so please contact them to process your request. Your HR Contact can be found on the [Departmental Contacts for Identity and Access Management, Enterprise Administrative Systems, and Human Resources \(IAM, EAS, HR Contacts\)](#) page.

1. Click on the [HRTS Access Request](#) link to use the form.


2. Enter the last name or the first and last name or NetID in the **Access Requested For** field. Select their name when it appears.

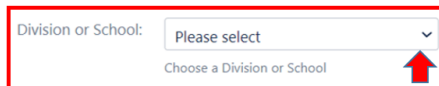
Dashboard / ... / Identity and Access Information 
HRTS APC Access Request
Created by Bry-Ann Yates, last modified on Nov 17, 2020





Access Requested For*

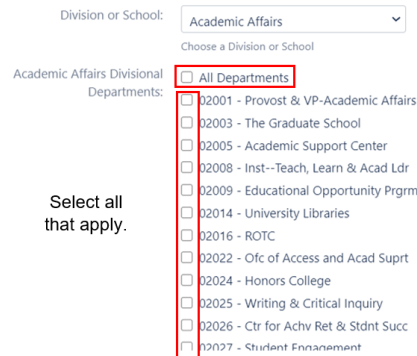
3. Select your Division or School from the **Division or School** field drop down list.


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Division or School: 
Choose a Division or School 

4. A list of departments that belong to the Division or School will appear. Select the department(s) for which the user will need access. Select All Departments if access to all departments in the Division or School are needed.



Division or School: 
Choose a Division or School

Academic Affairs Divisional Departments:

All Departments

- 02001 - Provost & VP-Academic Affairs
- 02003 - The Graduate School
- 02005 - Academic Support Center
- 02008 - Inst--Teach, Learn & Acad Ldr
- 02009 - Educational Opportunity Prgrm
- 02014 - University Libraries
- 02016 - ROTC
- 02022 - Ofc of Access and Acad Suprt
- 02024 - Honors College
- 02025 - Writing & Critical Inquiry
- 02026 - Ctr for Achv Ret & Stdnt Succ
- 02027 - Student Engagement

5. In the **Access Request Type** field, select the type of access that is needed.

Access Request Type*  
For details of request types go to www.albany.edu

Access Types.

Submitter: Create, save and change new APC requests, and submit completed requests for approval.

Inquire (only): View APC requests that have been submitted for approval. Completed requests can also be viewed.

Approval Level 1 (Dean/Director): This is the first approval level in the APC request approval workflow. This approver level can approve or deny requests, update requests and submit new requests.

Approval Level 2 (VP/Provost): This is the second approval level in the APC request approval workflow. This approver level can approve or deny requests, update requests and submit new requests.

6. Enter any extra information that you wish to convey in the **Comments** field.

Comments:

7. Click **Submit**.

Submit