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.

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

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.

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

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

7. Click Submit.