

Online Requests for Common Oracle Responsibilities

There are several Oracle responsibilities that can be requested online and submitted electronically to your supervisor or human resources for approval. They are:

- **iReceivables**
- **RIT Employee / Adjunct Payment Entry** (adjunct fac pmts, special assignment payment and overloads.)
- **RIT MSS Assignment Cost Change** (process costing changes online)
- **RIT - Career Zone Requisition and Applicant Manager** (Provides additional access to create Requisitions and Manage Applicants in Career Zone. Approval for this access will be sent to HR.)
 - NOTE: Career Zone is NOT an Oracle application and basic user access to the secure applicant review functions is assigned to all employees. This access request will provide access to additional functions such as requisition creation and updating applicant statuses. The Career Zone manager portal can be accessed at: <http://careers.rit.edu/managers>)

The instructions below assume that you already have access to Oracle and you are requesting ADDITIONAL access.

To gain access to any responsibilities that are not available for request electronically, please complete one of the following access request paper forms:

HUMAN RESOURCES MANAGER SELF-SERVICE:

<https://www.rit.edu/fa/humanresources/sites/rit.edu.fa.humanresources/files/forms/mssrequest.pdf>

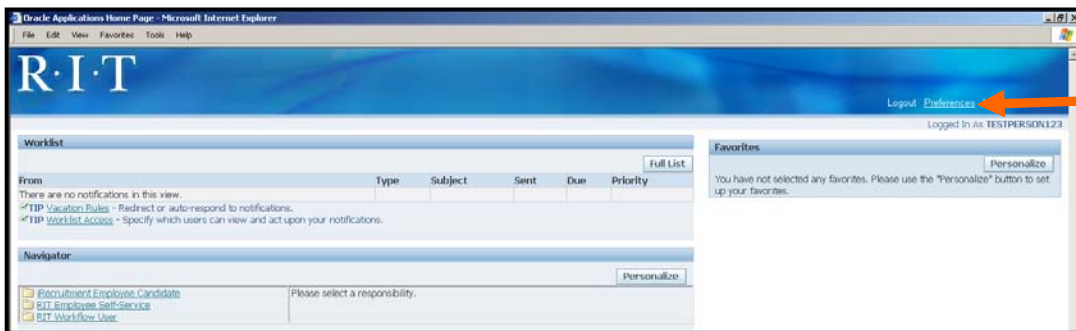
(Note: Access to the RIT Supervisor Self-Serve responsibility is automatically assigned to all individuals who have direct reports in the Oracle system. There is no longer a need to self-request this responsibility.)

GENERAL LEDGER OR OTHER FINANCIAL APPLICATIONS:

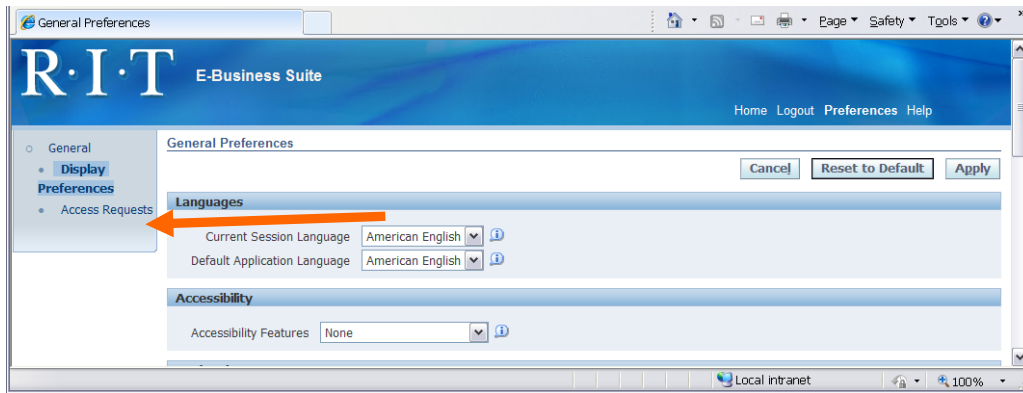
<http://www.rit.edu/fa/controller/sites/rit.edu.fa.controller/files/files/forms/Oracle%20Financial%20Applications%20Access%20Request%20doc%20%282%29.pdf>

ONLINE USER ACCESS STEPS:

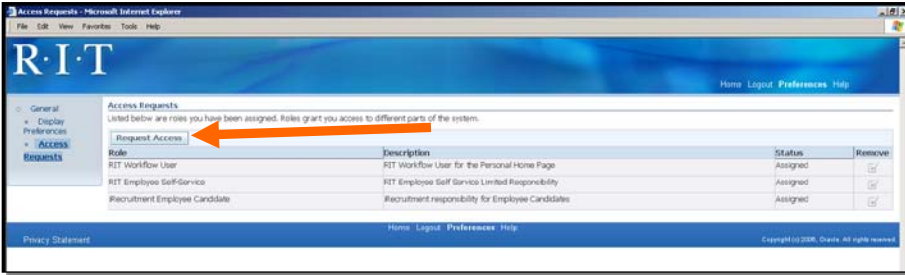
Log in to Oracle at <https://mybiz.rit.edu> and you will be brought to your Oracle homepage. After you log in to Oracle, select the Preferences link at the top right.



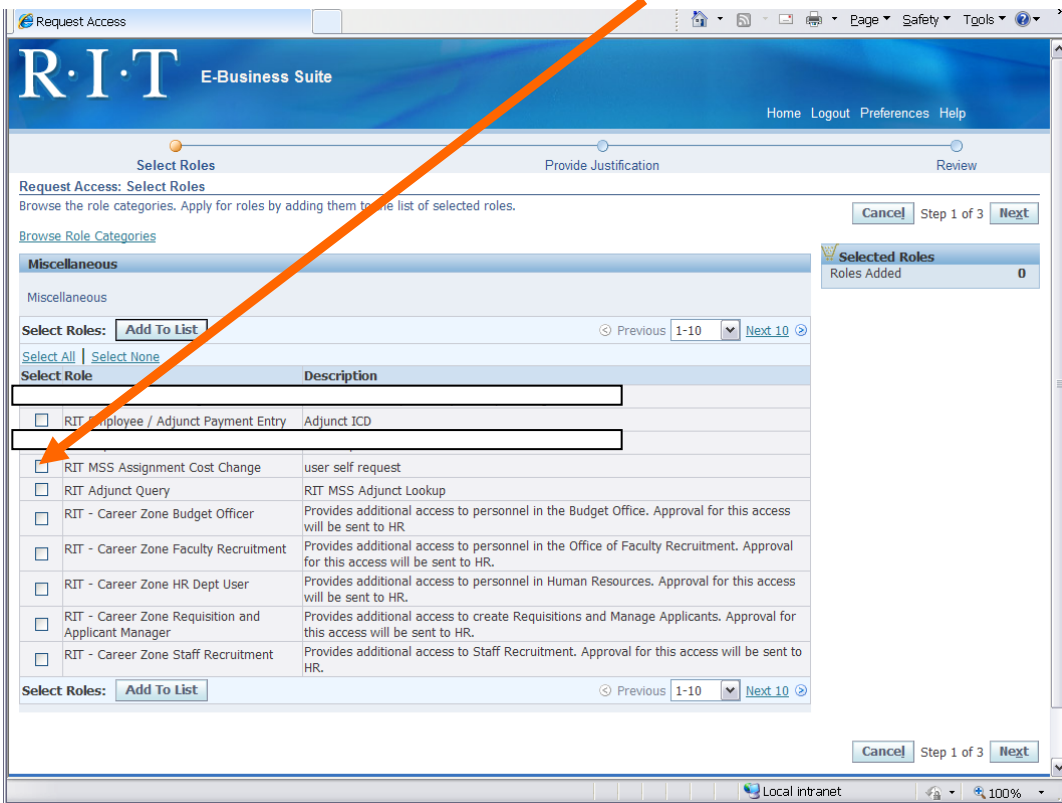
Next select the Access Requests link on the left



Click the Request Access button

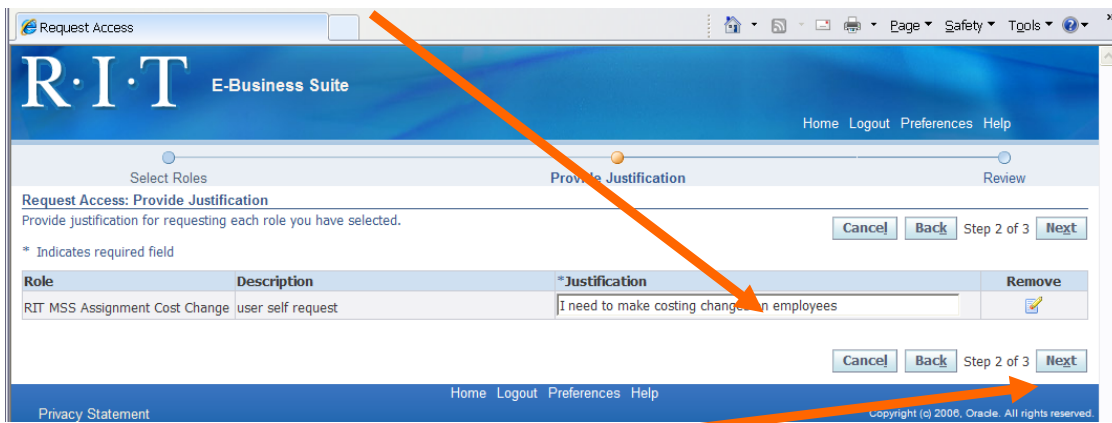


Click the box next to the responsibility you wish to request.

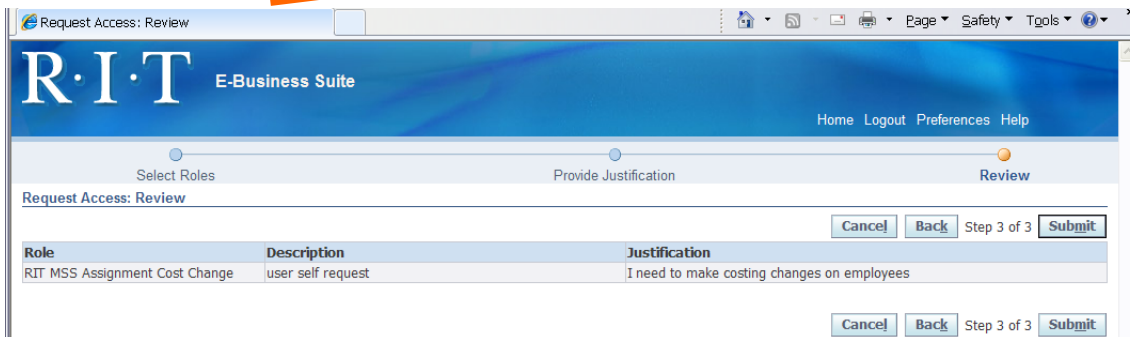


Click the Next button.

Enter a reason in the justification box



Click the Next button



Then click the submit button. After you click the SUBMIT button on the right, it will be submitted electronically for your supervisor to approve (or in the case of the Career Zone request, it will go to Human Resources).

Your supervisor or Human Resources will receive an email reminder to do the approval, or they can log in to Oracle and the notification will appear on their home page.

Once the supervisor approves the request, you should see the new responsibility in your list when you log in to Oracle at <https://mybiz.rit.edu>