

RIT RESPONSIBILITY

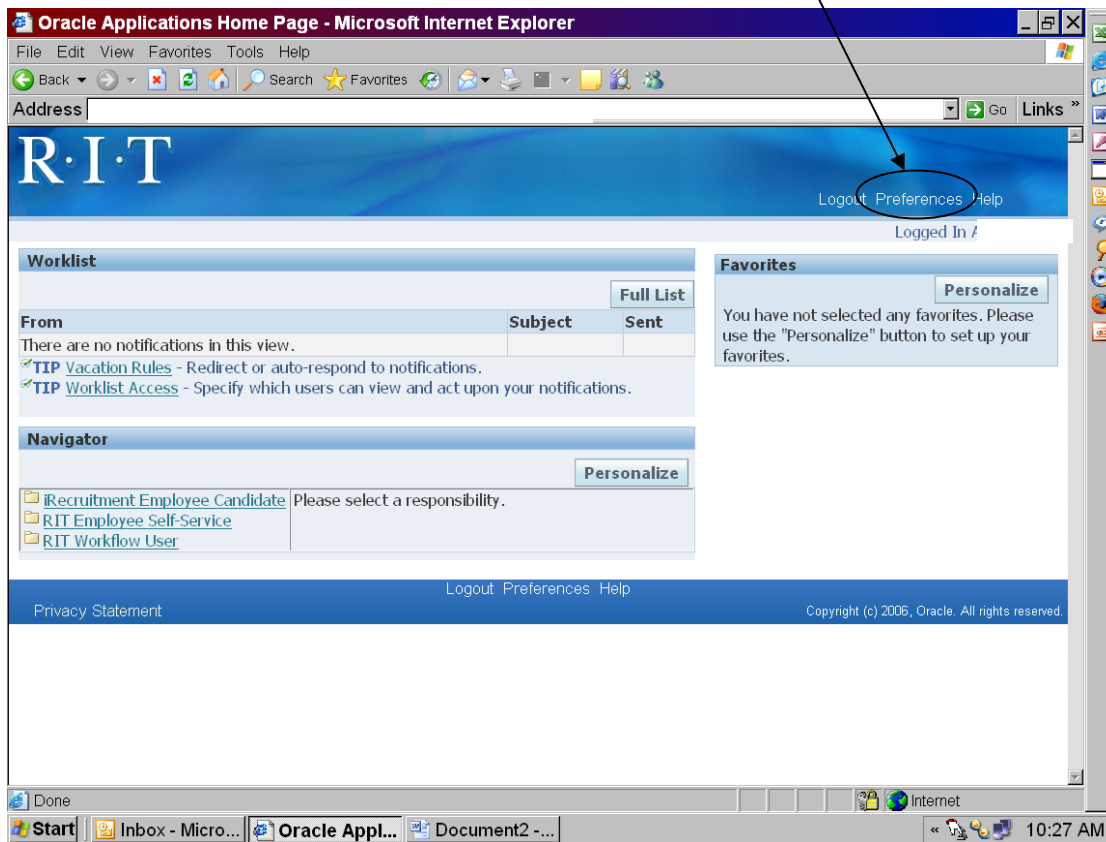
SELF-REQUEST

USER GUIDE

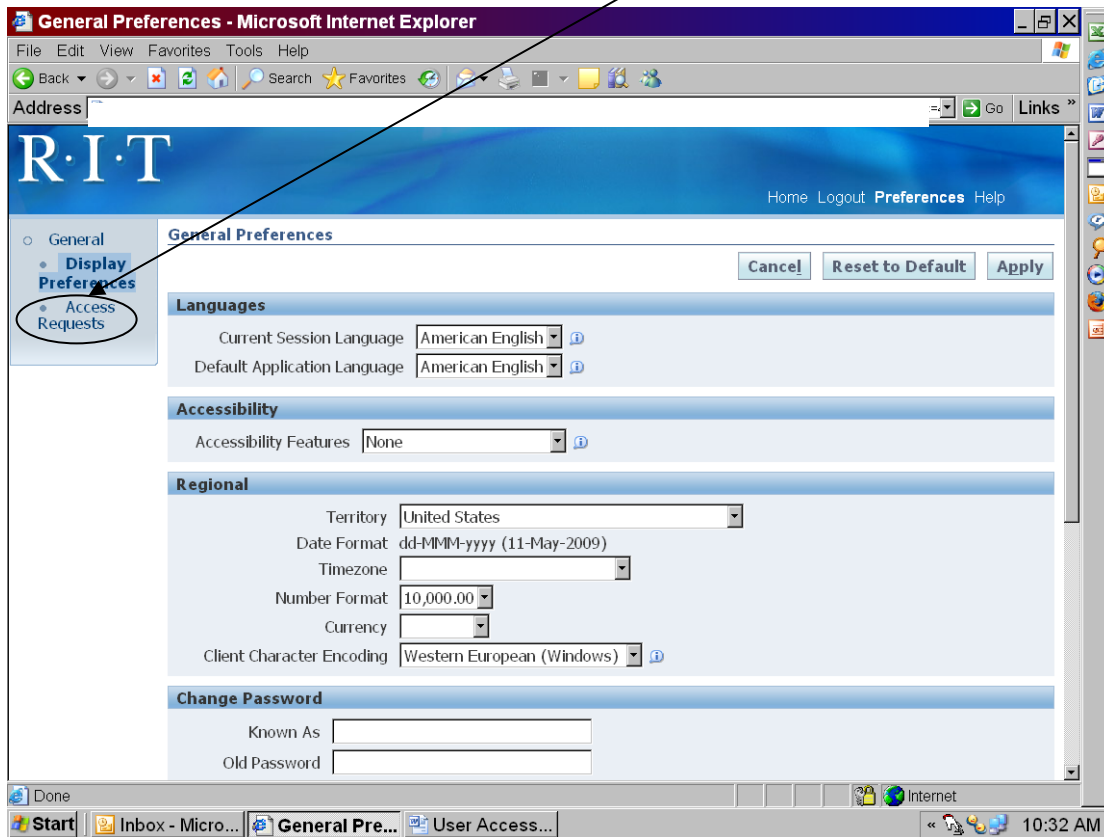
SPRING 2021

Access to certain Oracle responsibilities is requested online from the main Navigation page after logging into Oracle. All regular employees can request access to various Oracle Self Serve responsibilities.

1. Log into Oracle <https://myinfo.rit.edu>
2. From the Main Navigation Page, select Preferences



3. From the General Preferences page, select Access Requests.



4. From the Access Requests Page, select Request Access.

The screenshot shows the 'Access Requests' page in a Microsoft Internet Explorer browser window. The page title is 'Access Requests - Microsoft Internet Explorer'. The browser's address bar is empty. The page features the RIT logo and navigation links: Home, Logout, Preferences, and Help. On the left, there is a sidebar with a tree view containing 'General', 'Display Preferences', and 'Access Requests'. The 'Access Requests' section is expanded, showing a 'Request Access' button circled in red. An arrow points from the instruction '4. From the Access Requests Page, select Request Access.' to this button. Below the button, a table lists assigned roles. The table has four columns: Role, Description, Status, and Remove. The roles listed are: RIT Workflow User, RIT HR Benefit Manager, RIT Employee Self-Service, and iRecruitment Employee Candidate. All roles have a status of 'Assigned' and a 'Remove' link. The footer of the page includes a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.' The Windows taskbar at the bottom shows the Start button and several open applications: 'Inbox - Micro...', 'Access Req...', and 'User Access...'. The system clock shows the time as 10:34 AM.

Access Requests

Listed below are roles you have been assigned. Roles grant you access to different parts of the system.

[Request Access](#)

Role	Description	Status	Remove
RIT Workflow User	RIT Workflow User for the Personal Home Page	Assigned	Remove
RIT HR Benefit Manager	HR Benefit Responsibility	Assigned	Remove
RIT Employee Self-Service	RIT Employee Self Service Limited Responsibility	Assigned	Remove
iRecruitment Employee Candidate	iRecruitment responsibility for Employee Candidates	Assigned	Remove

Home Logout **Preferences** Help

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- From the Select Roles Page – select the name of the responsibility for which you are requesting access. Click *Next*.

Request Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address Go Links »

R.I.T Home Logout Preferences Help

Select Roles Provide Justification Review

Request Access: Select Roles

Browse the role categories. Apply for roles by adding them to the list of selected roles.

[Browse Role Categories](#)

Miscellaneous

Miscellaneous

Select Roles:

[Select All](#) | [Select None](#)

Select Role	Description
<input type="checkbox"/> iReceivables Request Additional Access	Request Access for iReceivables Account Management role
<input type="checkbox"/> RIT Employee / Adjunct Payment Entry	Adjunct ICD
<input type="checkbox"/> RIT iRecruitment Manager	Irecruitment Responsibility for Dept Managers
<input type="checkbox"/> RIT - AP - INVOICE ENTRY & INQUIRY	RIT Invoice Entry & Inquiry

Step 1 of 3

Selected Roles

Roles Added 0

Step 1 of 3

Home Logout Preferences Help

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Done

Start | Inbox - Micro... | Request Ac... | User Access... | 10:35 AM

6. From the Provide justification screen - Provide a brief statement (30 characters max) for your request. This statement will be included in the Approval Notification to your supervisor. Click on *Next*.

Request Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address Go Links »

R.I.T. Home Logout Preferences Help

Select Roles **Provide Justification** Review

Request Access: Provide Justification

Provide justification for requesting each role you have selected.

Cancel! Back Step 2 of 3 Next

* Indicates required field

Role	Description	*Justification	Remove
RIT Employee / Adjunct Payment Entry	Adjunct ICD	<input type="text"/>	

Cancel! Back Step 2 of 3 Next

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Done

Start | Inbox - Micro... | Request Ac... | User Access... | 10:37 AM

7. Review for accuracy. Click on *Submit*.

Request Access: Review - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address Go Links »

R·I·T

Home Logout Preferences Help

Select Roles

Provide Justification

Review

Request Access: Review

Step 3 of 3

Role	Description	Justification
RIT Employee / Adjunct Payment Entry	Adjunct ICD	Need for Summer Salary processing

Step 3 of 3

Privacy Statement

Home Logout Preferences Help

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Done

Start | Inbox - Micro... | **Request Ac...** | User Access...

Internet 10:39 AM

8. The new request now is listed as Pending on the Access requests screen. Once approved by y our supervisor, you will see the new access when you log into Oracle.

Access Requests - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address

R.I.T.

Home Logout Preferences Help

Access Requests

Listed below are roles you have been assigned. Roles grant you access to different parts of the system.

Request Access

Role	Description	Status	Remove
RIT Employee / Adjunct Payment Entry	Adjunct ICD	Pending	<input checked="" type="checkbox"/>
iRecruitment Employee Candidate	iRecruitment responsibility for Employee Candidates	Assigned	<input checked="" type="checkbox"/>
RIT HR Benefit Manager	HR Benefit Responsibility	Assigned	<input checked="" type="checkbox"/>
RIT Workflow User	RIT Workflow User for the Personal Home Page	Assigned	<input checked="" type="checkbox"/>
RIT Employee Self-Service	RIT Employee Self Service Limited Responsibility	Assigned	<input checked="" type="checkbox"/>

Home Logout Preferences Help

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Done Internet

Start Inbox - Micro... Access Req... User Access... 10:41 AM