Submit Front Office Access Request

1. Select the **Forms** tab on the UTEP PeopleSoft website.
2. Scroll down to **Request Access to PeopleSoft**.
3. Click the **Front Office Access Request Form** link.
4. From the pop-up window, login using your UTEP credentials.
5. Verify your information in the form is correct.

6. Select your desired role(s). Please note: training is required for some roles. For more information regarding access and available trainings, click here.

7. Once you have made your selection(s). Select OK to complete the submission.

*Please note: After you submit your form, it will route for approval.