

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.

Sign in

https://forms.utep.edu

Username

Password

Sign in Cancel

Submit Front Office Access Request

5

Name:	Paydirt Pete	SPRIDEN ID:	80111111
Title:	Mascot	EmplID:	6001111111
Phone:		Dept:	ATHLETICS
Email:	paydirtpete@utep.edu		
Supervisor:	UT El Paso		

Access Requested

DTN: 815943

Submitted

10/28/2021 4:55 PM

6

Role Requested

- [Select Item]
- [Select Item]
- Asset Workflow
- Budget Reviewer
- Budget Transfer Initiator
- Deposit Creator
- eForm Processor
- HR Reviewer
- SAHARA Inquiry
- SAHARA Reconciler
- Timekeeper
- Travel & Expense Creator
- Travel & Expense Inquiry
- Voucher Creator
- Voucher Inquiry

Description

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.

*Requested access is for pr
above, please list the department(s) below:*

7

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