HOW TO REQUEST VOUCHER CREATOR IN PEOPLESOFT

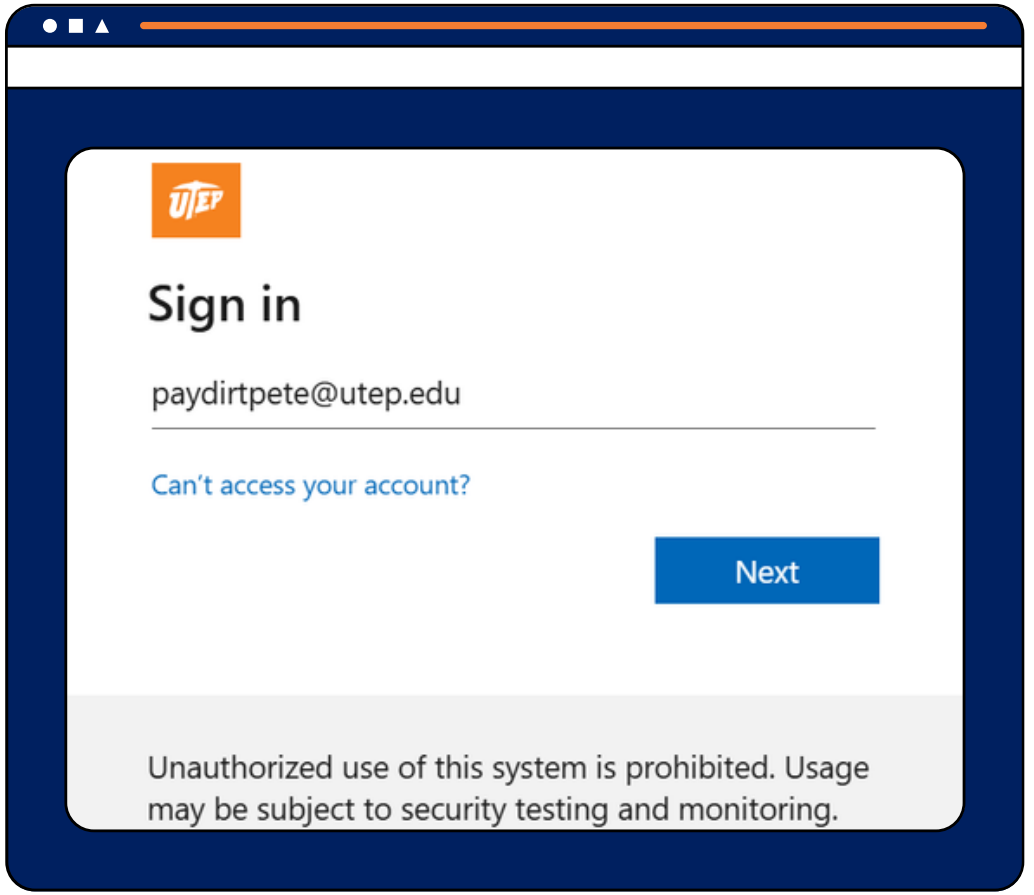
PEOPLESOFT

THE UNIVERSITY OF TEXAS AT EL PASO

VOUCHER CREATOR – HOW TO REQUEST ACCESS

1. CLICK HERE to access the Front Office Access Request Form or find it in the [forms] section of the PeopleSoft website.

2. Log in using your UTEP credentials.



VOUCHER CREATOR – HOW TO REQUEST ACCESS

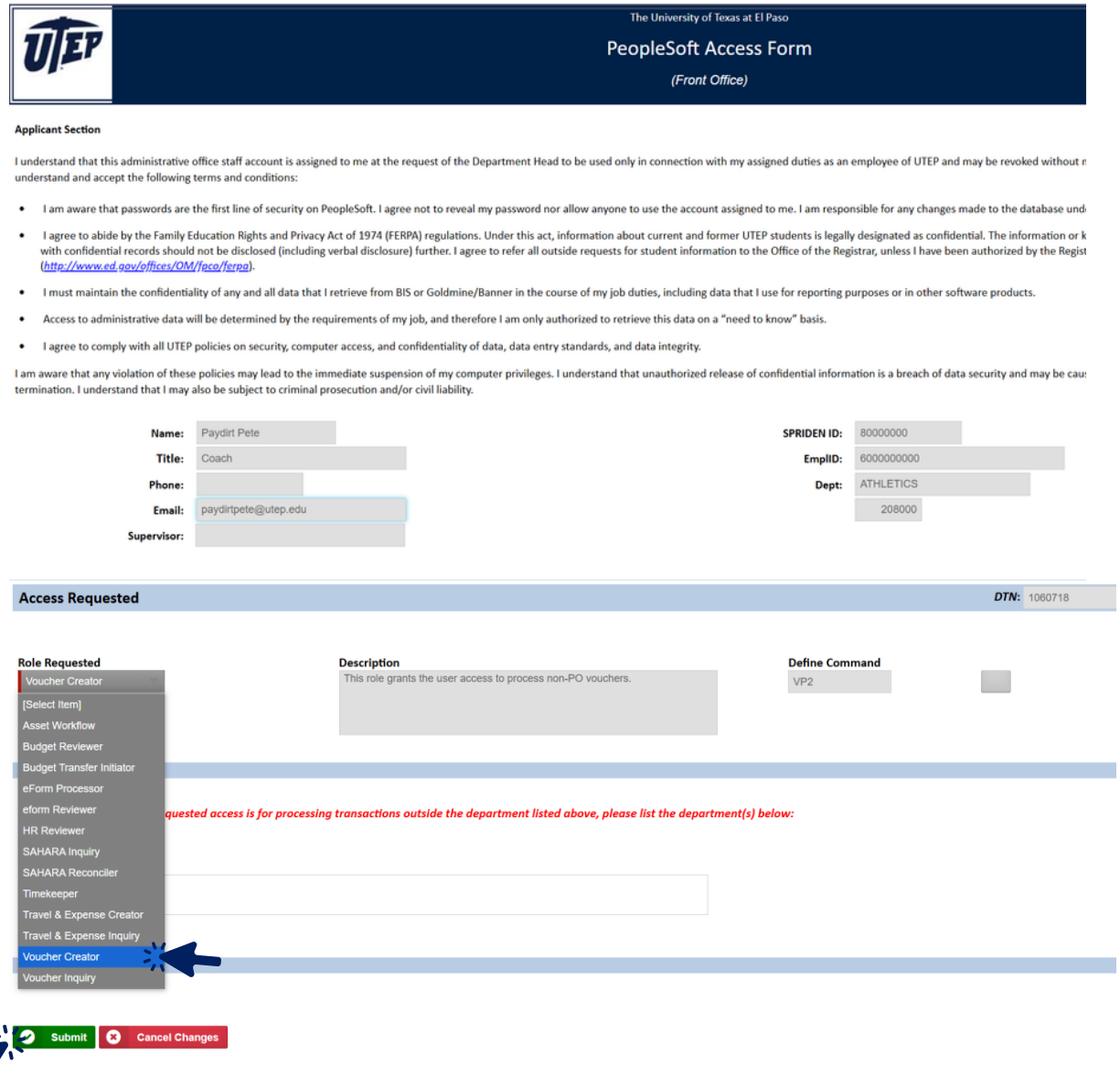
The form will auto-populate with your information!

3 Select the desired role; for this step, click "Voucher Creator."

4 Click SUBMIT

5 Your request will automatically route to your supervisor for approval.

6 Once your supervisor approves the form, the PeopleSoft team will review your request.

7 You will receive an email with a link to the designated training.

8 Check your email for instructions on how to begin your training.