How to request new or update access to People Soft

New to the PS/Mavlink system

1. Click on the A-Z Index

2. Select R

3. Select Registration and Records

4. Select Faculty & Staff

5. Click on the SIS Account icon
6. Log in using your NET ID and Password – used to access Lotus Notes via the web

Go to the Staff or Faculty tab via mavlink
1. [www.unomaha.edu](http://www.unomaha.edu)
2. Click on my.unomaha.edu
3. Click on mavlink
4. Log in using the NU ID and password that is also used for Firefly
5. Click the Request Additional Access button in the Staff or Faculty tab
Now to request what you NEED....

1. Click the second tab – New access Request

2. Then select the SIS – Student Information System option – click at the red arrow

3. It should list your name

4. Your supervisor should also be in view
   a. If the incorrect supervisor is showing, then click on the sentence: This is not the person who should authorize this request. I would like to find my authorizer
b. A box will appear - select the correct one or select none of these are my supervisors

![Select Supervisor](image1.png)

- Allison Junker
- Charlene Wilcox

☐ None of these people are my supervisors.

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c. Another box will appear where the email or last name can be typed in

![Email and Last Name](image2.png)

- Email: 
- Last Name: junk

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d. Once you start typing then a name or list of names should appear

![Search Results](image3.png)

- First Name: Allison
- Last Name: Junker
- Department: Records & Registration UNO

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e. Select the name

- Shadowed name

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f. Then a Request Description box should be available to add text indicating the access needed

![Request Description](image4.png)

- Fill in the box as needed

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h. Click the continue button

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i. If this is the first visit then there will be three (3) documents that will need to be read and electronically signed in order to move forward

- Policies Table

<table>
<thead>
<tr>
<th>Policies</th>
<th>Version</th>
<th>Effective Date</th>
<th>Signature Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorandum 16</td>
<td>1</td>
<td>June 29, 2010 12:31PM</td>
<td>Signed(November 11, 2010 11:30AM)</td>
</tr>
<tr>
<td>Restricted Data</td>
<td>1</td>
<td>June 29, 2010 12:42PM</td>
<td>Signed(December 09, 2010 1:33PM)</td>
</tr>
<tr>
<td>SIS Security Policy</td>
<td>1</td>
<td>June 24, 2010 3:33PM</td>
<td>Signed(June 3, 2011 11:31AM)</td>
</tr>
</tbody>
</table>

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j. Once signed....there will be a confirmation statement that needs to be answered

- ![Confirmation](image5.png)

- Is this information correct to the best of your knowledge?

  - Yes
  - No

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k. When the request has been processed an e-mail should arrive indicating that access has been granted

- ![Email Confirmation](image6.png)