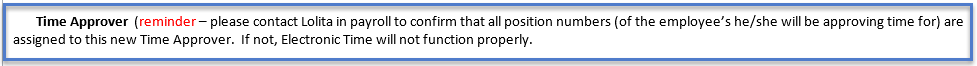
**Requesting Security Access for Electronic Time / Creating a Security Ticket**

**Notes:**

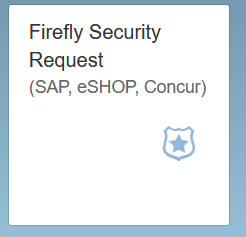
1. **The employee’s PAF *must* be completed and they *must* be Active in SAP before a security ticket can be processed.**
2. **For ESS TICKETING Only - Position numbers *must* be in place *before* you create and submit ESS Tickets for access**



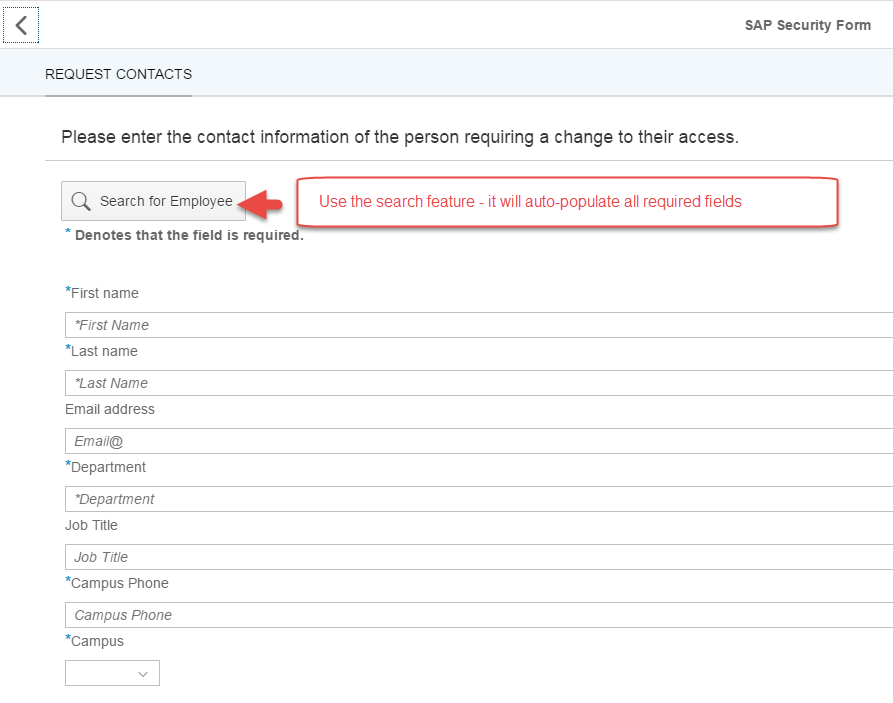
**1). Access the Security Ticket Form by accessing Firefly**



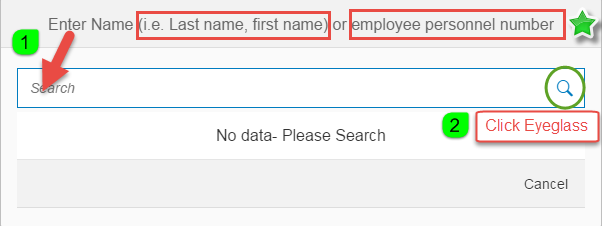
**2). Click on the “SAP Security Request” Tile on your Firefly front page (near the bottom depending upon your access) under BUSINESS APPLICATIONS**

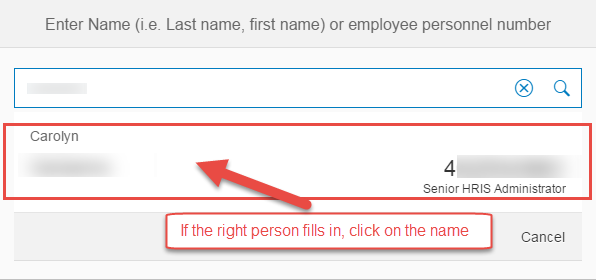


**3) When you click on this, it opens up the actual Security Ticket Form. REMEMBER: (use the Employee Search button) or (manually fill in the fields) provided for the person who *needs* the access.**

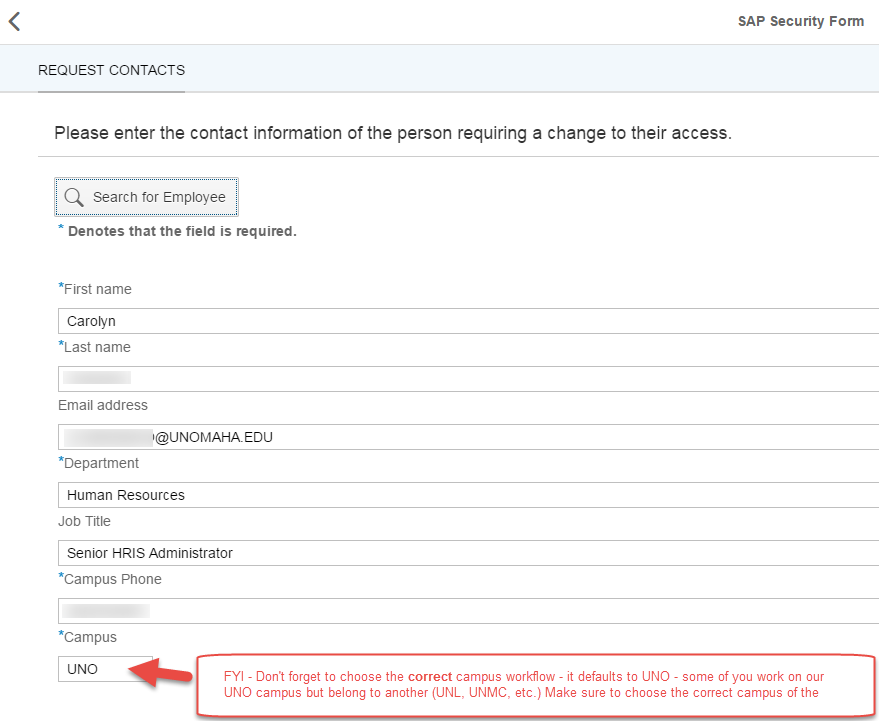


**3a) Enter either the Employee Name or the Employee Personnel #**

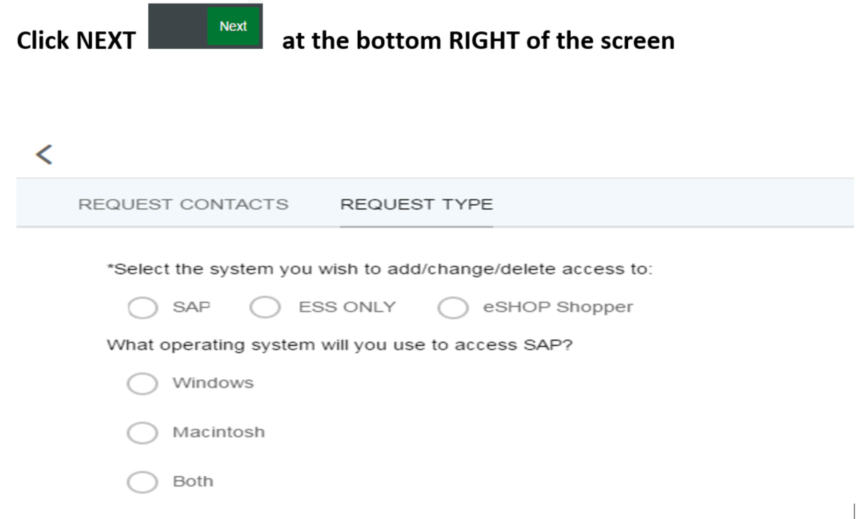


**Searched-For name should appear**

**7) View of all required information auto-populated**

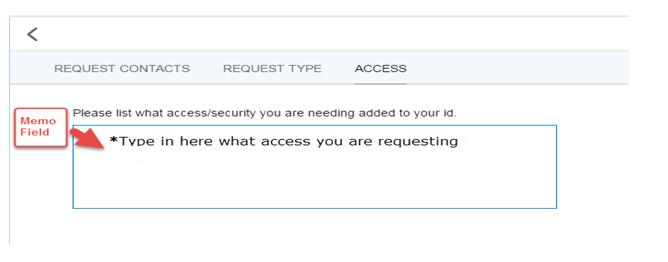


**Click NEXT**  **at the bottom RIGHT of the screen**

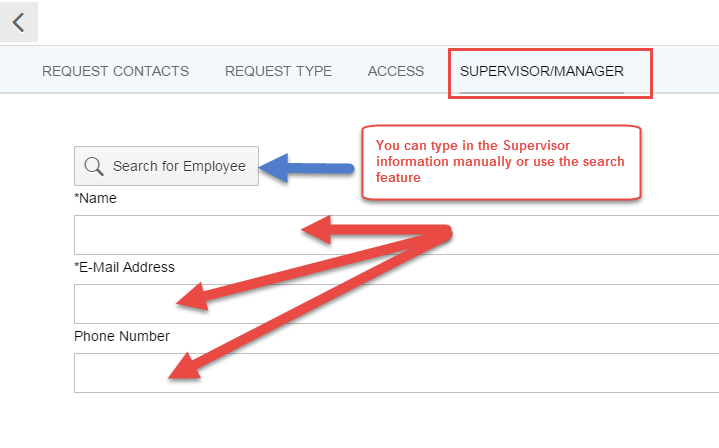


**Click NEXT**  **again**

**­­­­­­­­­­­­­­­­­­6) Type your request in the memo field**

****

**click NEXT**  **again**



**­­­­­­­­­­­­­­­­­­7) click SUBMIT** 

**What Happens Now?**

**Your request is routed to UNO’s Security Coordinator who confirms the request, selects the appropriate codes, signs off on the ticket and submits it up to Central Administration for “activation”**

**Once Security Access has been granted, Central Administration notifies UNO’s Security Coordinator that the request has been completed.**

**UNO’s Security Coordinator notifies the ticket requestor that the access is now functional and ready for the individual to use.**