Requesting Access and Setting Contact Roles

RequestAccess is the Grad School system that allows UC staff to specify their roles within a program as well as request the access necessary to fulfill their responsibilities. This document will show how to accomplish the different tasks within the system.

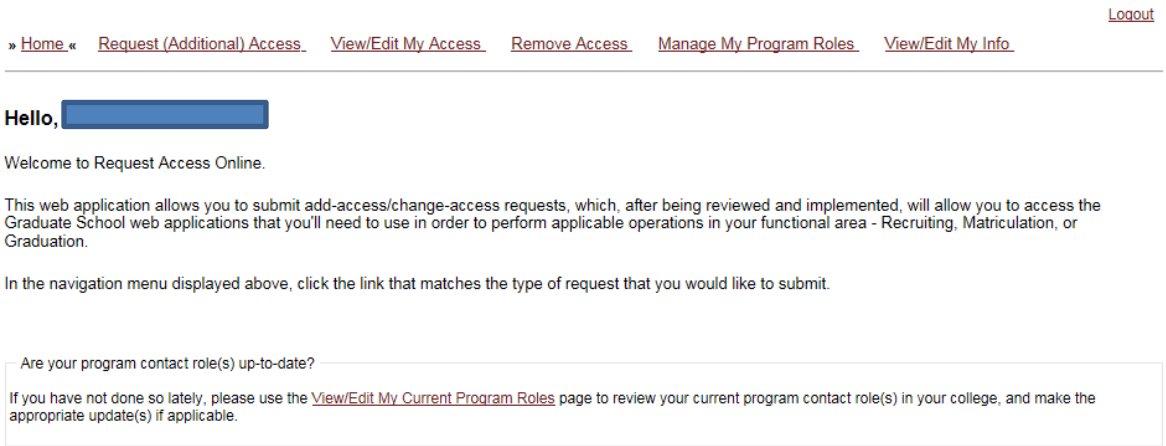
Contents

GRAD PROGRAM CONTACT LIST CHANGE INSTRUCTIONS

(https://gradapps.uc.edu/ContactDetails)

The Grad Contacts page is very important. It allows prospective students, applicants and matriculated students—in addition to Grad School staff—to know whom to contact with specific issues. This information is also being further integrated into the Slate admissions system.

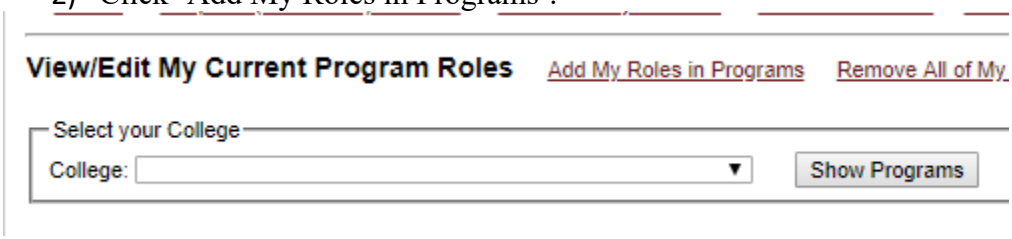
1) Go to https://gradapps.uc.edu/ReqAuthorization and log in.
2) You will then see this screen. Your next steps depend on what you need to accomplish.



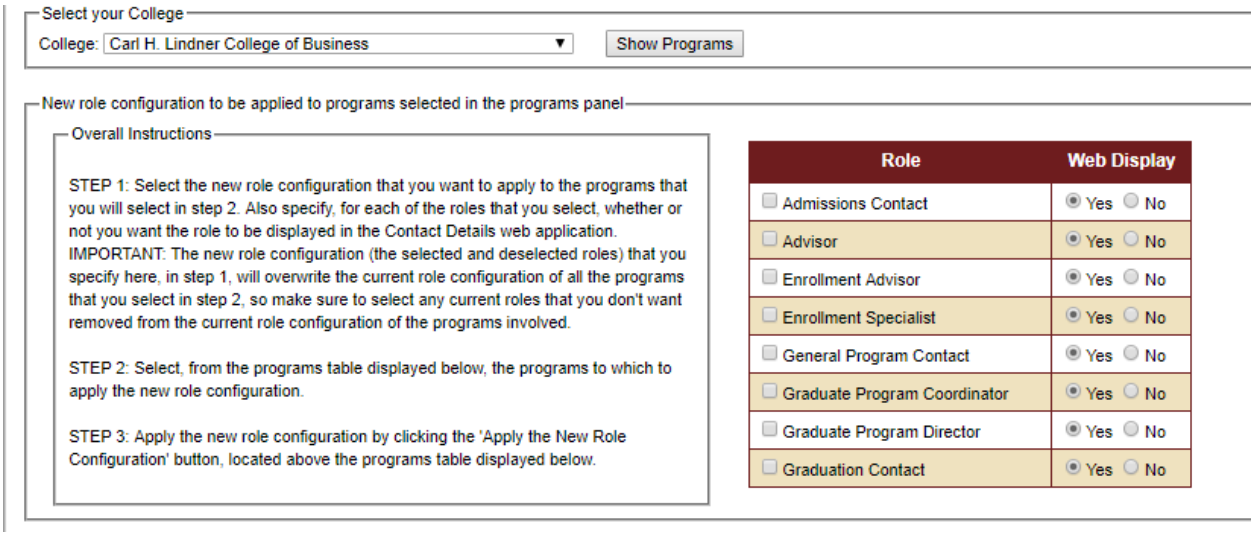
Adding a new role

1) Click 'Manage My Program Roles'

2) Click 'Add My Roles in Programs'.

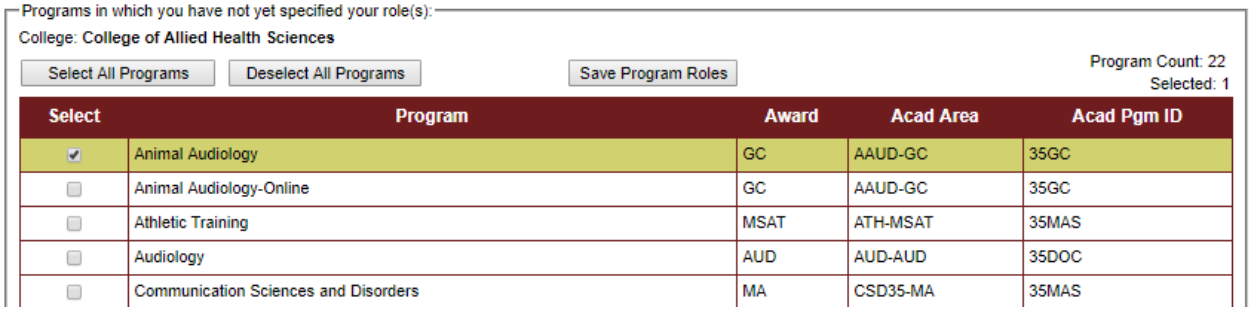


3) Select your college. You will see the following table with headers of 'Role' and 'Web Display'.

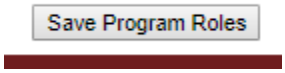


4) Check the boxes next to roles you wish to add.

5) Then select the programs you would like to add.



6) Click ‘Save Program Roles’

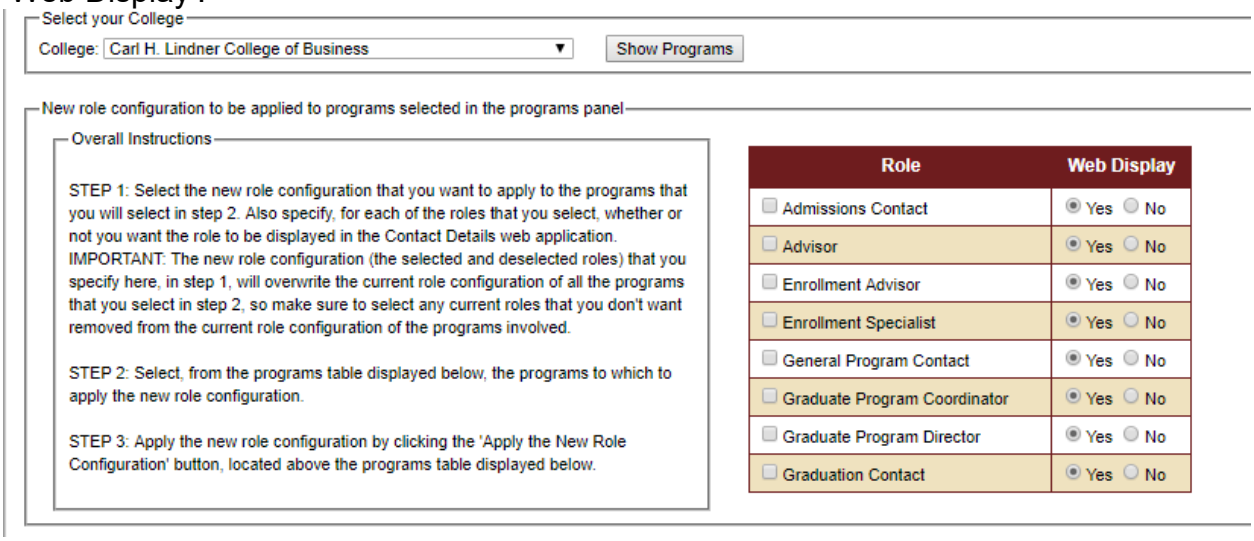


7) Check the Grad Contacts page (https://gradapps.uc.edu/ContactDetails) to verify it was successful. The page will update as soon as the program roles are saved.

Editing your roles

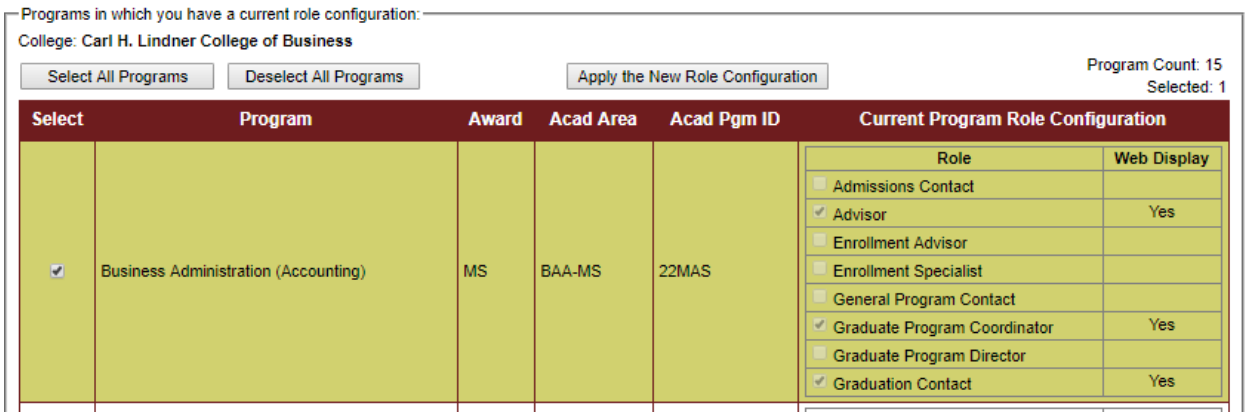
1) Click ‘Manage My Program Roles’

2) Select your college. You will see the following table with headers of ‘Role’ and ‘Web Display’.

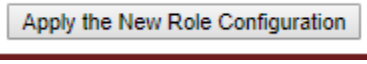


3) Check the boxes next to roles you need. This new arrangement will overwrite the previous set of roles.

4) Select the programs you would like to edit.



5) Click 'Apply the New Role Configuration.



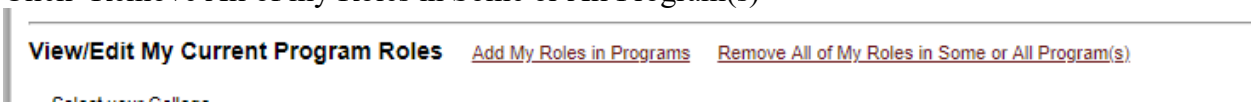
6) Check the Grad Contacts page (https://gradapps.uc.edu/ContactDetails) to verify it was successful. The page will update as soon as the program roles are saved.

Note: You cannot edit/update/add information or roles for someone else. Please share these instructions with new staff/faculty and ask them to make updates for themselves. In the case that someone leaves UC without deleting his/her roles, please email Virginia Dennis, virginia.dennis@uc.edu, to make the change.

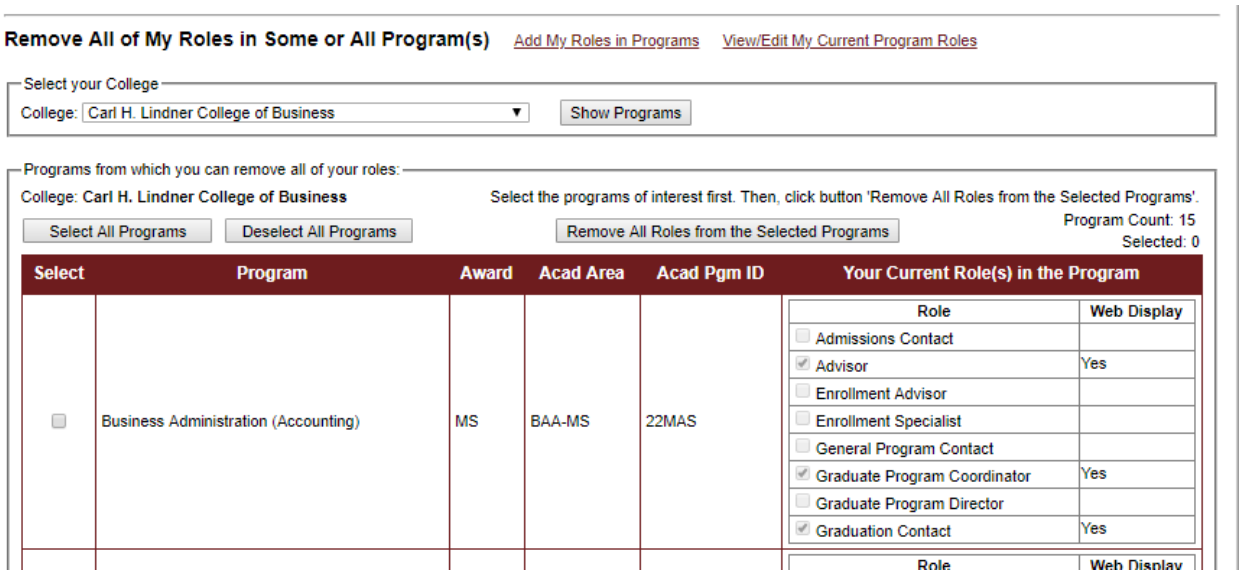
Removing all roles from a program

1) Click 'Manage My Program Roles'.

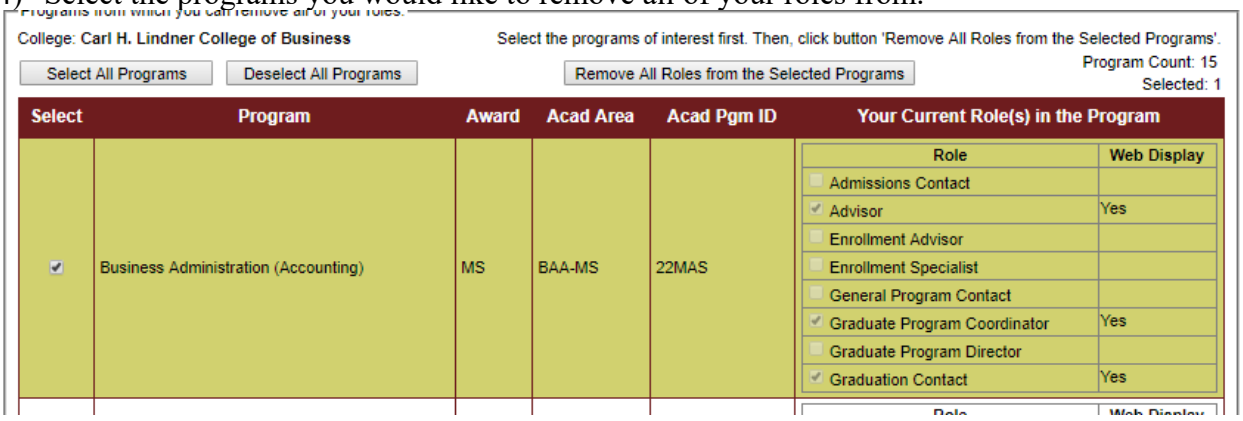
2) Click 'Remove All of my Roles in Some or All Program(s)'



3) Select your college. Your roles will appear below.



4) Select the programs you would like to remove all of your roles from.



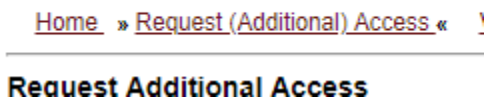
5) Click ‘Remove All Roles from the Selected Programs’.

6) Check the Grad Contacts page to verify it updated correctly.

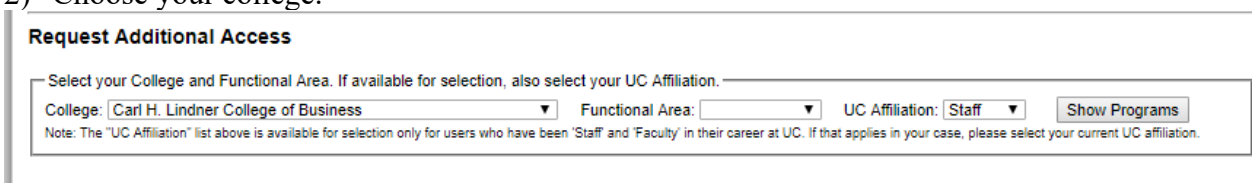
Managing Access to Grad School Systems

Requesting Access

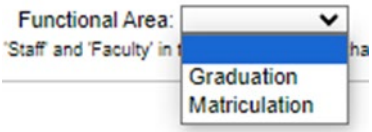
1) Click 'Request (Additional) Access'.



2) Choose your college.



3) Select the appropriate Functional Area.

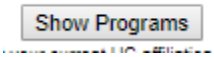


   a. Matriculation – Gradtracker*
   b. Graduation – Certify Online**

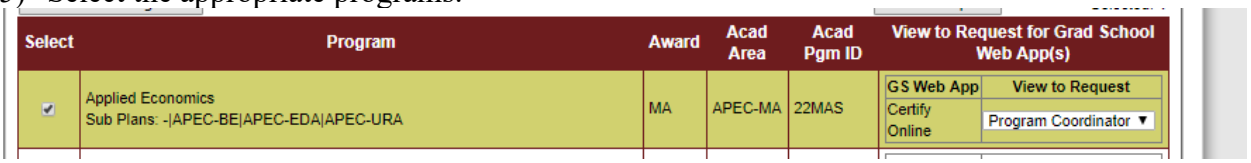
**Please note that only one person can have Program Coordinator and Program Director access in Gradtracker at one time. These should be the individuals responsible for approving forms. Additional faculty and staff can have advisor access.*

***Please note that only one person can have a certain level of access to Certify Online at one time. If someone will not be able to certify for a term, please have them remove their access and a temporary replacement request it. This can be switched back once they are able to certify again. Simultaneous holding of the same access is not allowed.*

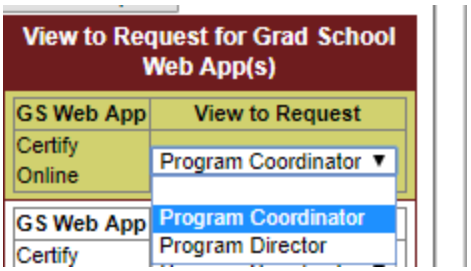
4) Click 'Show Programs'. The programs for the college will display below. Programs where you already have access **will not display** as options to select. You will need to edit your access if you need to change access to a program for which you already have access.



5) Select the appropriate programs.



6) If you need access other than the default, you can change the level of access in the 'View to Request' column **after** you have selected the program.

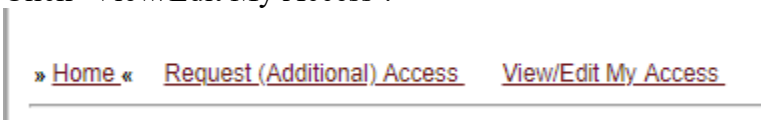


7) Click 'Submit Request'

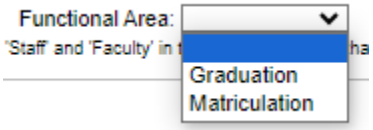
8) You will receive an email following the request submission. This can take up to half an hour, but if you do not receive an email please check whether you correctly submitted. You will notice that you cannot submit a request when one is currently pending.

Editing Access

1) Click ‘View/Edit My Access’.

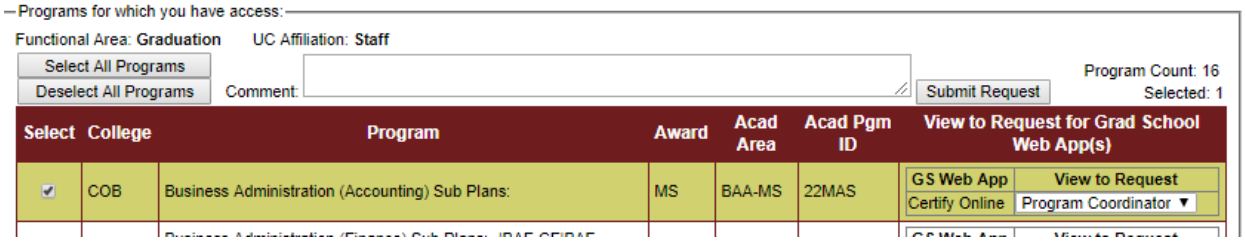


2) Choose a functional area.



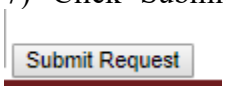
- Graduation (Certify Online)
- Matriculation (Gradtracker)

3) Click ‘Show My Current Programs’.
4) To edit a program, select it.



5) On the far right, choose the correct role in the ‘View to Request’ column.

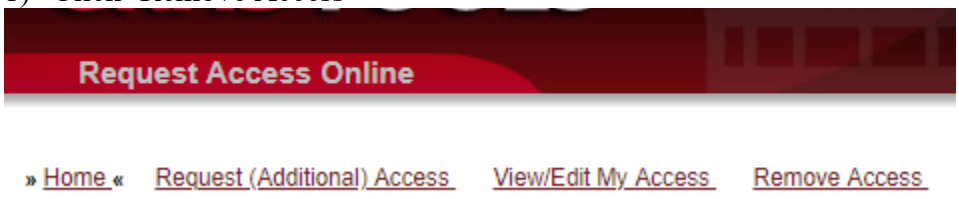
6) Repeat for all the programs where you need to change your access.
7) Click ‘Submit Request’.



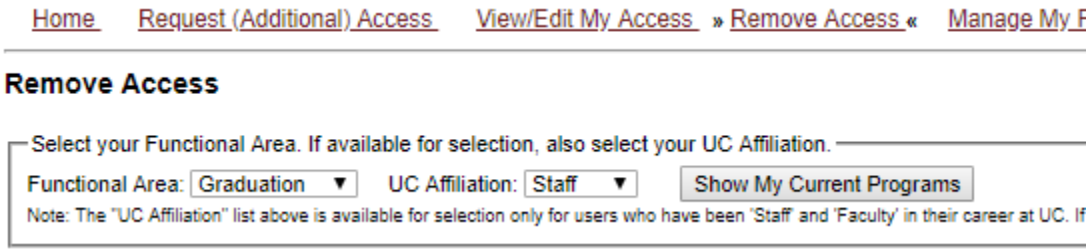
8) You will receive an email notifying you of the submitted request.

Removing access

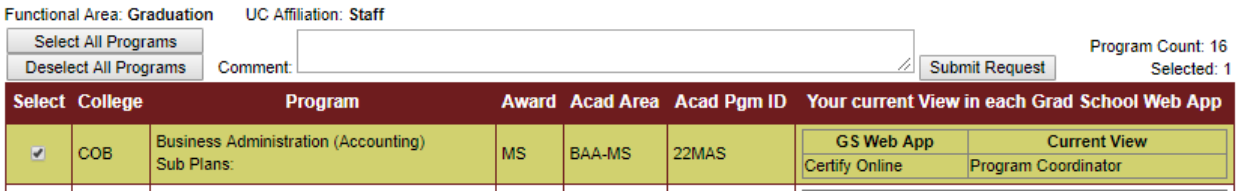
1) Click 'Remove Access'



2) Select the appropriate functional area.



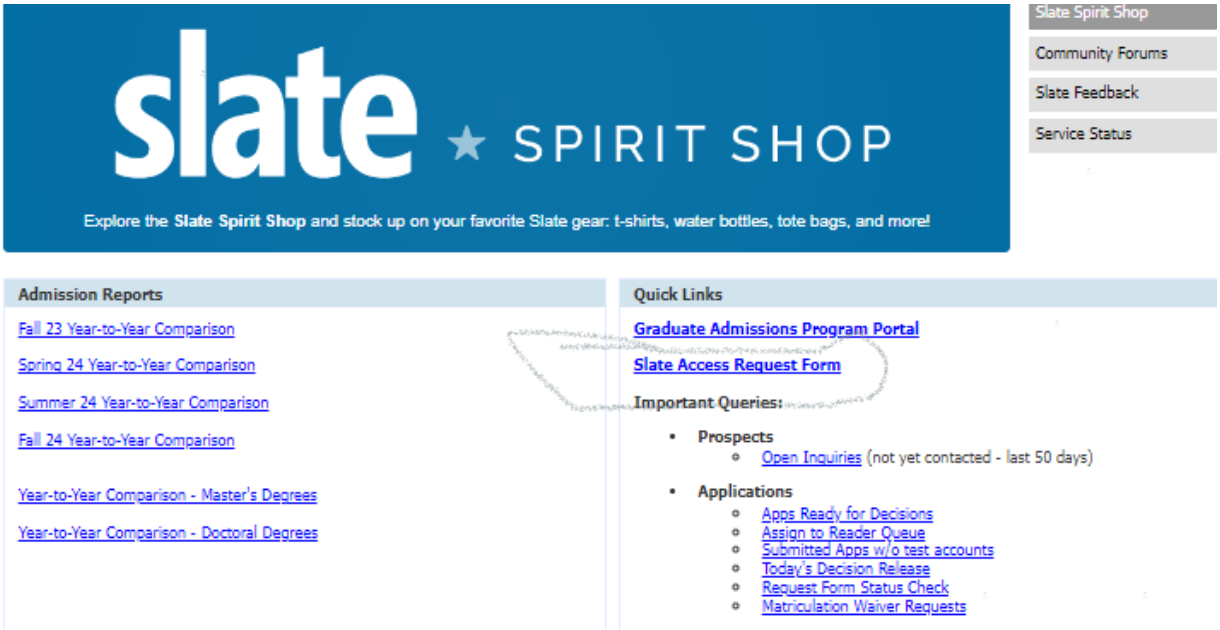
3) Select the appropriate programs.



4) Click 'Submit Request'

Decision Drop and Slate access

The link to the Slate access request form can be found on the Slate home page under *Quick LInks*: https://grad.catalyst.uc.edu/manage/



You can also access the request form in Admin Central (https://gradapps.uc.edu/AdminCentral) next to "Admissions" and under "Functions".