REQUEST AUTHORIZATION & GRAD PROGRAM CONTACT LIST CHANGE INSTRUCTIONS
https://gradapps.uc.edu/ContactDetails

1) Go to https://gradapps.uc.edu/ReqAuthorization. Log in.

2) You will then see this screen in which you can request (additional) access, view/edit access, remove access, manage your program roles, view/edit your information.

3) To request new or additional access, choose Request (Additional) Access. You will choose the appropriate college and functional area. Functional areas group related Gradapps access so that you can request all at once.
   a. Recruiting – Slate and DecisionDrop
   b. Matriculation – Gradtracker
   c. Graduation – Certify Online*

*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) To “view/edit access” you will choose a functional area from the drop down menu and then click “show my current programs”. This will show all of the programs for which you are currently listed in that role.
5) You can then select the program(s) you wish to edit, “select all” or “deselect all”.

6) You can remove access the same way, but by clicking the “remove access” tab at the top of the page.

7) To manage your roles click the “manage my program roles” tab.

8) Click your college from the drop down menu and click “show programs”. That will bring you to this screen, in which you can see all the roles and apply correct roles. **To the right of the page you will see a small table in which you will also need to click “:yes” for the “Web Display” section in order for your role to show online in the Grad Contacts page (https://gradapps.uc.edu/ContactDetails/).**
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 ask Virginia Dennis (dennisva@ucmail.uc.edu) to make the change.