

Quick Start Guide to Requesting Urbana HireTouch Access in the Security Application

If the account owner is already setup with HR Org Code access and Master Employee Class access, start at step #18

1. Go to the Security Application main menu and login using your Enterprise ID:

<https://webprod.admin.uillinois.edu/secapp/index.html>

2. Click on 'Initiate Request'.



3. Select the campus and College/Department info via the drop-down boxes. This information relates to the USC making the request, NOT the account owner. The information given here does not affect the access given to the user.

Campus: *

College / Department: / *

4. Key in either the Enterprise ID or the UIN of the user for whom you are requesting access, then click on 'Retrieve'.

(Clicking retrieve populates the form with user info & adds a continue button to the form.)

UIN:

OR

Enterprise ID:

5. After verifying that they are true, click on each of the boxes under the heading 'Important: The following information is required by USC'. The first 2 boxes are required. The 3rd is optional because there are accesses not related to UI-Integrate in the Security Application.

Important: The following information is required by USC

- Yes, the Account Owner will be required to read and sign an [Information Security Compliance Form](#) prior to using the account. The signed form will be kept on file in our department.
- I have reviewed and updated all Security Collection Information requested herein. I have shared and received approval from my Campus Unit Head, or his/her designee to provide this information to AITS Security and/or the authorizers.
- Account Owners must receive training before using any portion of the UI-Integrate system. If requesting access to the UI-Integrate system, please acknowledge that the Account Owner has received the appropriate training by selecting the checkbox.

6. Fill in all information marked with an *.

Replace any information that is not correct. All fields can be revised except the first and last name fields.

7. Select yes or no for "Does Account Owner require access to data across ALL campuses?"

Default is 'no'.

8. Change “Employment Status” if applicable.

Default is U of I Employee.

Employment Status:

9. Click on ‘Continue’.

10. If a red **WARNING appears, go to step #10a. If a red **WARNING** does not appear, go to step #11.**

10a. Verify the email address which appears along with the **WARNING message.**

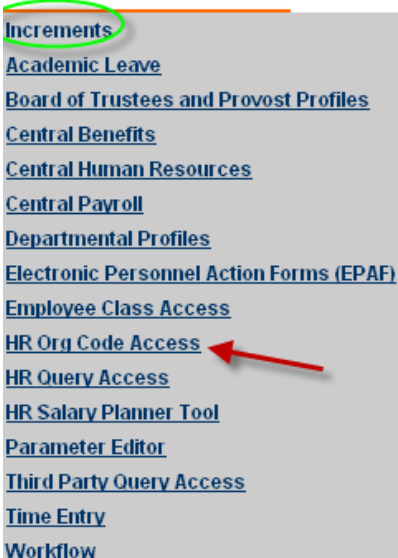
If the email address is correct, click on ‘Accept’ and go to step #11.

If the email address is not correct, click on ‘Back’, correct the email address and go back to step #9.

11. Click on ‘HR-Pay’ located under the ‘Modules’ list.



12. Click on ‘HR Org Code Access’ located under the ‘Increments’ list (located under the HR-Pay module).



13. For 'Department Hr Organization Level Access' select 'Add' from the dropdown under 'Action'. Then click on 'Dept Org Code Access*' under the 'Settings' column.

Profile Name <small>Double Click on the profile name to see info about the profile</small>	Authorizer Comments	Current Access	Action	Settings <small>* = Required</small>
Central HR Organization Level Access		<input type="checkbox"/>	<input type="button" value="v"/>	Central Org Code Access*
Department HR Organization Level Access		<input type="checkbox"/>	<input type="button" value="v"/> Add	Dept Org Code Access*

14. Using the dropdowns, select the 'Chart Of Accounts', From Organization, To Organization, and 'Add' under the Action column. Then click on 'Save'.

Chart Of Accounts	From Organization	To Organization	Action
UA (Central Admin) - 9 <input type="button" value="v"/>	699000 - Admin Info Tech Services <input type="button" value="v"/>	699011 - AITS PMO <input type="button" value="v"/>	Add <input type="button" value="v"/>

15. Click on 'Profiles'

16. Click on 'Employee Class Access' under the 'Increments' list (located under the HR-Pay module).

- Increments**
- [Academic Leave](#)
- [Board of Trustees and Provost Profiles](#)
- [Central Benefits](#)
- [Central Human Resources](#)
- [Central Payroll](#)
- [Departmental Profiles](#)
- [Electronic Personnel Action Forms \(EPAF\)](#)
- [Employee Class Access](#)
- [HR Org Code Access](#)
- [HR Query Access](#)
- [HR Salary Planner Tool](#)
- [Parameter Editor](#)
- [Third Party Query Access](#)
- [Time Entry](#)
- [Workflow](#)

17. For 'Master Employee Class Access', select 'Add' from the dropdown under 'Action, and click on 'Save'.

Profile Name <small>Double Click on the profile name to see info about the profile</small>	Authorizer Comments	Current Access	Action	Settings <small>* = Required</small>
Master Employee Class Access		<input type="checkbox"/>	Add ▾	
Restricted Employee Class Access		<input type="checkbox"/>	▾	Employee Class Access*

Save

View/Submit Request

18. Click on 'Departmental Profiles' under the 'Increments' list (located under the HR-Pay module).

- Increments**
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19. Select 'Add' from the 'Action' column to request one or both of the Urbana HireTouch Profiles, and click on 'Save'.

Urbana HireTouch - AP Department User		<input type="checkbox"/>	Add ▾
Urbana HireTouch - Applicant Access		<input type="checkbox"/>	Add ▾

Save

20. Click on 'View/Submit Request'.

Save

View/Submit Request

21. Click on 'Submit'.

Submit Profiles Back Reset