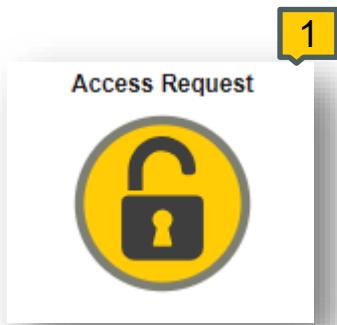




# Commander – Access Request

- 1. Select “Access Request” Tile
- 2. Select “New Access Request”



**Access Request**

Access Requests

IPPS-A Access Request Dashboard

**Instructions**

Enter your search criteria in the Search Parameters fields. Then click the Retrieve button to view Access Requests. After searching by user, you may start a new Access Request by clicking the New Access Request link. Use the magnifying glass to expand search parameters if User ID/Oprid is unknown.

**Search Parameters**

User ID/Oprid:  SSG JOHANNA ORTIZGONZALEZ

UIC:

UIC Search Option  
 One UIC    UIC and Hierarchy

Request Status:

From Date:

Thru Date:

Submitted By:

Approver's ID:

- 3. Click the + icon to Add a Row
- 4. Select look up tool icon under “Category” header and select “Commander”
- 5. Select look up tool icon under “Subcategory” header and select “Commander” or “Manager”

**New Requested Security Settings**

\*Category:

\*Subcategory:

**Look Up Category**

User Category:

Basic Lookup

**Search Results**

View 100 First 1-7 of 7 Last

User Category
COMMANDER
DATA SECURITY
FUNCTIONAL SYS-ADMIN
HR PROFESSIONAL
MAINTENANCE SYS-ADM
MEMBER
PAYROLL PROFESSIONAL

**Search Results**

View 100 First 1-2 of 2 Last

User Bundle
COMMANDER
MANAGER

**New Requested Security Settings**

\*Category:

\*Subcategory:



# Commander – Access Request

6. Select Yes or No under ELM Verification header and select Verify.
7. Select Yes or No under SOD Verification header and select Verify.
8. Select look up tool icon and search for your Unit Readiness or BN S1. Unit RNCOs or BN S1 will then forward approval to BN S1 or MSC S1.
9. Enter justification for access and requesting UIC and click submit.

The screenshot shows a web form with the following sections and callouts:

- ELM Verification:** A section with radio buttons for "Yes" and "No (Justification required)", and a "Verify" button. A yellow arrow labeled "6" points to the "Verify" button.
- SOD Verification:** A section with radio buttons for "Yes" and "No", and a "Verify" button. A yellow arrow labeled "7" points to the "Verify" button.
- Supervisor or Supervisor Representative:** A search field with a magnifying glass icon. A yellow arrow labeled "8" points to the magnifying glass icon.
- Notes/Comments:** A text area for entering justification. A yellow arrow labeled "9" points to the text area.
- Submit:** A button at the bottom of the form.

*\*Note: Must complete "IPPS-A R3 Leaders" training to obtain access*