

How Do I request Security Access?

If you are a new University of Maryland employee, recently appointed to a position, or changed organizations within UMD that requires you to have access to accounts in KFS Web, you will need to complete the **KFS Access Security Request form**.

Note: Completion of this form will give you access to view account information in KFS and KFS Web.

Navigation: KFS Web > Security > **KFS Access Security Request Form (VPN is required)**

1. Completely fill out the Document Overview Section (*If you need to remove current security access please enter that information in the Explanation field.*)
2. Click on the magnifying glass in order to populate the employee's information in the User Details section.
3. On the **Edit Access Security Details** tab, you will specify the accounts and/or accounts that fall under Organizations that you want to request access to. (*For Division Access enter **D** the 2 digit division number followed by 4 zeros, Departmental access enter **P** and the first 6-digits of the organization number, for sub-department access enter the 7-digit organization number.*)
4. Review Statement of Understanding and signify your agreement checking the box. This is required.
5. Save and Submit KFS Access Security Request document. Once approved you will receive a confirmation email.

Kuali Portal Index

https://kfs.qa.umd.edu/portal.do?channelTitle=Access Security Request&channelUrl=accessSecurityf

Kuali financial systems

Main Menu Maintenance Administration

KFS 5.0.1-SR28-M5 08/19/2014 12:15 PM (Oracle9i)

action list doc search KFS Web Logged in User: schastai Impersonating User: neriki Login Logout

Access Security Request Document Backdoor Id neriki is in use

Doc Nbr:	33000114	Status:	INITIATED
Initiator:	neriki	Created:	09:40 PM 08/25/2014

expand all collapse all * required field

Document Overview

Document Overview

* Description: [text box]

Organization Document Number: [text box]

Explanation: [text area]

User Details

User Details

* UID	First Name	Last Name	Phone Number	* Campus Code	* Primary Department Code
[magnifying glass]	[text box]	[text box]	[text box]	[text box]	[text box]

Edit Access Security Details

Edit Access Security Details

New Account	New Organization
Account: [dropdown] [text box] [magnifying glass] [add]	Organization: [dropdown] [text box] [magnifying glass] [add]

Accounts

Organizations