

# User Management Security Access Request Portal - Guide for Requesting Officials

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Visit <http://umsap-manager.mcpsmd.org> to access the log-in screen.

*Note: You must use the Chrome browser to access this application.*

Use your MCPS Outlook username and password to log in.



### Create a New Request

On the homepage, click Start a New Request



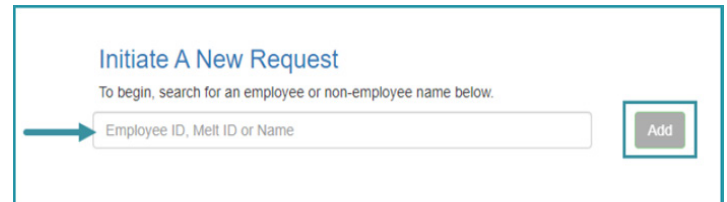
Alternatively, you may click Assign a Requester if you wish to delegate the initiation of requests.

*Note: All access requests initiated by an assigned requester must be approved by the requesting official. Click here for more information.*



*Delegating a requester gives that individual the right to submit UMSAP requests ONLY, and does not give them roles in any other business applications.*

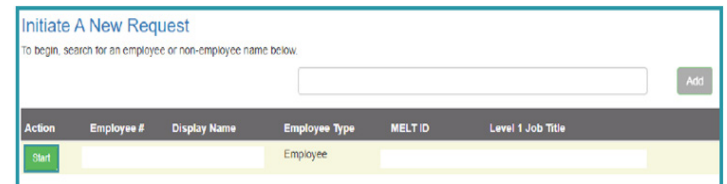
To initiate a new request, search for the employee who requires access using the search box. Select the correct employee from the results.



Then click Add.

The employee's information will populate below. Confirm the correct employee has been identified. Then click Start.

*Note: Multiple results may appear. Only one result may be selected at a time.*



Action	Employee #	Display Name	Employee Type	MELT ID	Level 1 Job Title
Start		Employee			

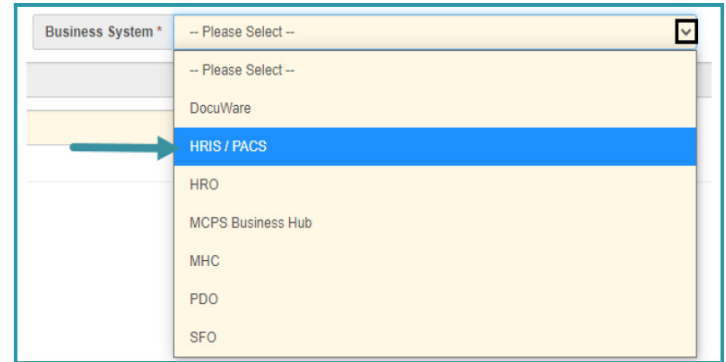
The Create a User Request form will appear. The employee's information will default to the employee data fields. Complete the additional required fields.

- Request Type: Click New (see Modify a Request to learn about modifying an existing request).



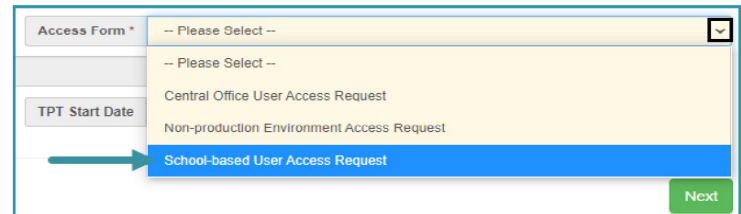
- Business System: Using the drop-down menu, select the business system to which the employee requires access.

*Note: Users requesting access to School Funds Online (SFO) or the Business Hub\* MUST complete the corresponding PDO trainings prior to requesting access. An error message will be displayed if the employee has not completed all required training. No new request should be initiated if training has not been satisfied.*



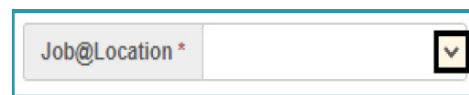
*\*All employees have the expenses role in the Hub by default, so no UMSAP request is required for this role. However, those required to submit expenses for reimbursement are highly encouraged to take the Expenses online training.*

- Access Form: Using the drop-down menu, select the form name/number required to complete the request.



- Job@Location: Using the drop-down menu, select the correct position and location for the request.

*Note: The job/location selected will impact the access request. If the job selected ends or changes, access will be revoked.*



When all required fields have been completed, click Next.



You will now complete an electronic version of the access request. In this example, we are completing a request for PACS/HRIS access.

Complete all required fields (indicated with an asterisk “\*”).

Optional - if additional access beyond the standard access given is being requested, or if access is being requested for an atypical position, you must complete the Justification section.

*Note: Requests that include special access follow an extended approval process*

Click Next.

Type your Employee ID Number in the text box, and click, “I Agree”.

The initial request has now been submitted. Both the requesting official and the employee will receive a confirmation email.

The requesting official can view the status of the request by running a report. [Click here for more information.](#)

After the request has been submitted, the end-user (employee who needs access) will take the following steps:

From the confirmation email, the end-user will click on the link provided.

*Note: The link is single use. Once the user has clicked on the link and logged into the portal, they will not be able to use this link again to access the portal. Only end-users with active requests will be able to access the portal. The end-user will log in using their MCPS Outlook credentials.*

The end-user will be prompted to review the MCPS IGT-RA Guidelines.

The end-user will input their Employee ID Number in the field provided, then click, “I Agree”.

Once access has been granted, the end-user will receive a confirmation email.

The screenshot shows a web form titled "Please complete the selected form below". At the top, there are tabs for "Business System" (selected) and "HRIS / PACS", and a "Form" dropdown set to "School-based User Access Request". The form contains several sections: "Does the user require PACS Access?" with radio buttons for "Yes" (selected) and "No"; "Select the PACS user role. Select all that apply:" with checkboxes for "Timekeeper", "Alternate Timekeeper" (checked), and "Business Administrator"; "Does the user require HRIS Access?" with radio buttons for "Yes" and "No" (selected); "Select the user's position from the following options:" with checkboxes for "Administrator (Asst. Principal/Acting Principal/Principal Intern)", "Business Administrator", and "Fiscal Assistant or Accountant"; a text field for "Position not listed. Please enter position title in following field:"; a "Justification" text area; and a section "Will the user:" with three bullet points, each having "Yes" and "No" radio buttons.

A simple rectangular button with the word "Next" in white text on a green background.

A text input field labeled "Authorizing Employee ID" with a green "I Agree" button to its right. A blue arrow points to the input field.

A confirmation message box with a blue arrow pointing to an "Authorizing Employee ID" input field and an "I Agree" button. The text reads: "You have selected for [redacted] to receive access to [redacted]. By entering your Employee ID and clicking 'I Agree' below, you acknowledge your approval for the named user to be granted access to the [redacted] business system marked above. With your approval, the user will be required to review and accept MCPS Regulations IGT-RA."

The screenshot shows the "MONTGOMERY COUNTY PUBLIC SCHOOLS Office of Technology and Innovation User Management Security Access Request Portal". It includes a congratulatory message: "Congratulations, your director, principal, or supervisor has submitted a request for you to receive access to HRIS / PACS. This process replaces the paper request form, which is no longer accepted." Below this is a link to "User Management Security Access Request Portal" and a "Request Details" section listing fields for User, Login, Location, and Requesting Official.

A text input field labeled "Authorizing Employee ID" with a green "I Agree" button to its right. A blue arrow points to the input field.

The screenshot shows the "MONTGOMERY COUNTY PUBLIC SCHOOLS Office of Technology and Innovation User Management Security Access Request Portal" confirmation page. It states: "You have successfully completed the user verification process to receive access to HRIS / PACS. You will receive another notification once your access has been granted, with first time login instructions and other important information." Below this is a "Request Details" section listing fields for User, Login, Location, and Requesting Official.

## Add a Requester

A requesting official can delegate duties to other staff members in the UMSAP Portal.

Note: All access requests initiated by an assigned requester must be approved by the requesting official.

*Delegating a requester gives that individual the right to submit UMSAP requests ONLY, and does not give them roles in any other business applications.*

Click the Assign a Requester button.



Search for the employee you wish to add as a requester in the Choose Requester box.

Then, click Add Requester.

A white form with a blue border. At the top, it says "Please use this page to identify requesters that may initiate access request on your behalf." Below this is the heading "Add a New Requester". There are two input fields: "Supervisor" and "Choose requester". A blue arrow points to the "Choose requester" field. At the bottom right of the form is a green button labeled "Add Requester".

The employee's information will populate in the Current Requesters section of the page. You and the employee will receive a confirmation email notifying you the employee has been added as a requester.

A table with a blue border. The title is "Current Requesters (The current users that have access to initiate requests on your behalf)". The table has a header row with columns: "Display Name", "MELT ID", "Level 1 Job Title", and "Level 1 Job Location". Below the header is a single row with a yellow background. To the right of this row is a green button labeled "Remove Requester Access".

To revoke privileges, click the Remove Requester Access button.



## Modify a Request

When the user needs additional access to the same business system you will modify the existing request.

*Note: Creating additional requests can result in a loss of access.*

Examples of when a user might need additional access include:

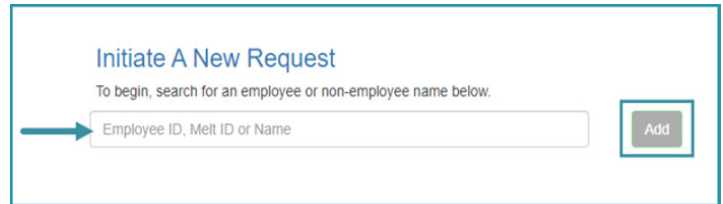
User has PACS and needs additional HRIS access (like ECA).

User needs additional roles in the Hub

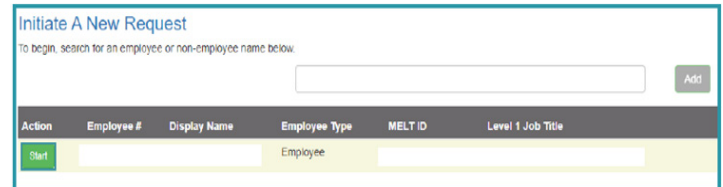
Click Start a New Request.



Search for the employee using the search box. Then click Add.

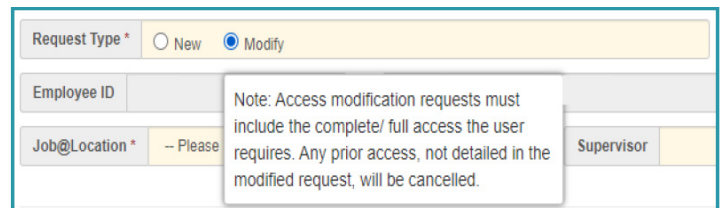


The employee's information will populate in the section below. Confirm the correct employee has been identified. Then click Start.

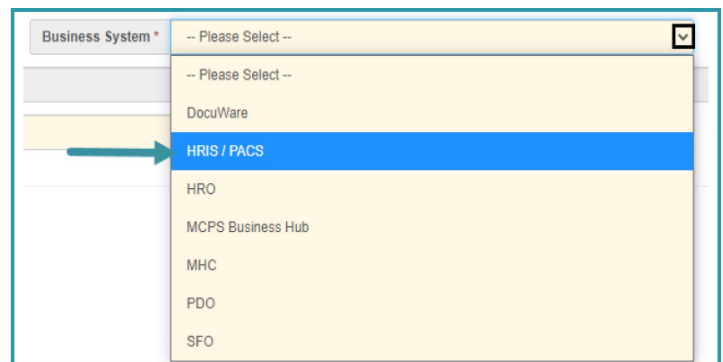


Complete all required fields (indicated with an asterisk (\*)).

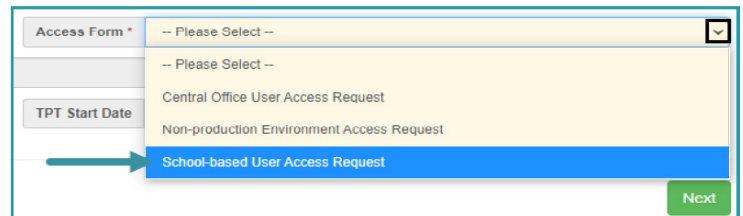
Request Type: Click Modify



Business System: Using the drop-down menu, select the business system to which the employee requires access. In our example, the employee previously had access to PACS and we are adding additional HRIS access.



Access Form: Using the drop-down menu, select the from name/number required to complete this request.

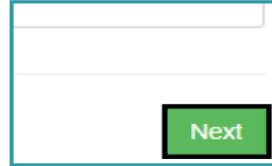


Job@Location: Using the drop-down menu, select the correct position and location for the request.

*Note: The same job/location used on the initial request should be selected.*

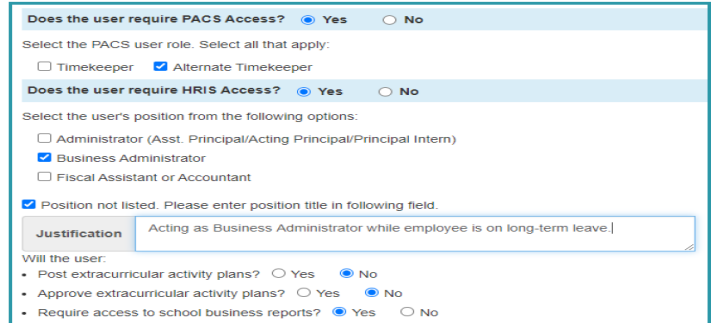


Then click Next.

A screenshot of a web form with a white background and a light blue border. At the bottom center, there is a green rectangular button with the word "Next" in white text.

You will now complete an electronic version of the access request.

*Note: You MUST include the roles/responsibilities to which the employee previously had access. In our example, the employee was previously granted access to PACS and we are adding HRIS.*

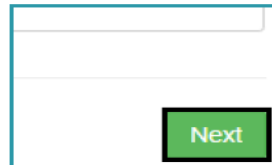
A screenshot of a web form for requesting access. It contains several sections: "Does the user require PACS Access?" with "Yes" selected; "Does the user require HRIS Access?" with "Yes" selected; a "Justification" field containing "Acting as Business Administrator while employee is on long-term leave."; and a "Will the user:" section with three questions, all with "No" selected. The form has a light blue header and a white body with a light blue border.

Complete the new section with relevant information including the position type for the access requested. If the position is not listed, check “Position not listed, please enter position title in the following field.”

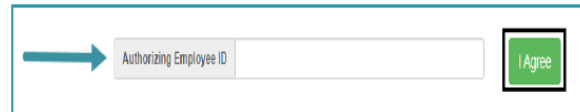
In the field below, include the employee’s current position and rationale for requesting access.

*Note: If requesting additional or atypical access, there is an extended approval process.*

When the form is complete, click Next.

A screenshot of a web form with a white background and a light blue border. At the bottom center, there is a green rectangular button with the word "Next" in white text.

Type your Employee ID Number in the text box, and click “I Agree”.

A screenshot of a web form with a white background and a light blue border. It features a text input field labeled "Authorizing Employee ID" and a green rectangular button labeled "I Agree" to its right. A blue arrow points to the input field.

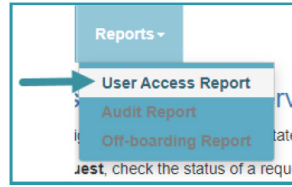
The modified request has now been submitted. Both the requesting official and the employee will receive a confirmation email.

The employee for whom access was requested will receive a confirmation email once access has been granted. The requesting official can check the status of the request by running a report. Click here for more information.

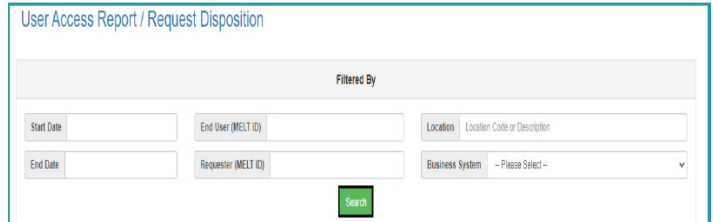
## Run a Report

The requesting official can run a report to view the status of requests for their staff.

On the homepage, click on the Reports drop-down menu and select User Access Report.

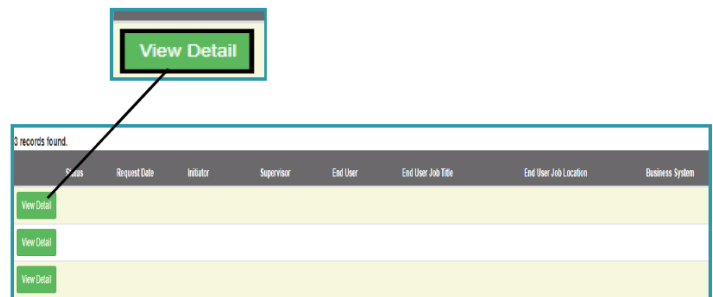


Enter the parameters for the employee, range of time, location, and/or business system for which you wish to view a report. Then click Search.

A screenshot of a search form titled 'User Access Report / Request Disposition'. The form is labeled 'Filtered By' and contains several input fields: 'Start Date', 'End Date', 'End User (MELT ID)', 'Requester (MELT ID)', 'Location' (with a sub-label 'Location Code or Description'), and 'Business System' (a dropdown menu with the text '- Please Select -'). A green 'Search' button is located at the bottom right of the form.

Optionally, you can enter no search parameters (your user ID will automatically be included) and view all requests that have been submitted by you and/or on your behalf.

To see a copy of the request that was submitted, click View Detail.



A copy of the form will open in a new browser tab.



When you are finished, click the Logout button from any page in the UMSAP Portal.