

## How to request access to GUS for Admissions

1. Go to: <https://uams.service-now.com/>
  - a. You will be required to login – you will login with your UAMS username and password
2. You should see the **Self Service** screen
  - a. If **Self Service** is not at the top of the page, please click on **Self Service** located in the left column
3. Select **IT Security Information**
4. Select **IT Security Forms**
5. Once the electronic form comes up you will fill out the form providing basic information about yourself, then you select the **GUS Access** under the **IT Security Request** section
6. Please fill out the first section with the following information:
  - a. Site Location – Enter Your Office Information
  - b. IT Security Request Forms – choose **GUS Access**
  - c. Access – choose **Permanent**
  - d. Manager’s Phone with Area Code – enter your Department Chair’s phone number
  - e. Brief Description of Job Duties – Please write the following: “Part of Program Directors committee for Admissions processing”

User Access Request Form

**UAMS** | IT Security

IT Security Request Form

(\*) **Red asterisk** in front of question is required information.

**GUS**

Full Name Douglas, Alyssa B	Who is your Manager? 
* Site Location 	* Manager's Phone with area code 
* IT Security Request Form GUS Access	* Access <input type="radio"/> Permanent <input type="radio"/> Temporary
Enter the type of access, department you need access for and what you will be doing 	
* Brief Description of Job Duties 	

f.

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7. Once you have filled out this information, select **Submit**
8. An email will be generated to your supervisor and they will be able to either **Approve** or **Reject** the request
9. An email will also be generated to each of the functional admins and they will be able to either **Approve** or **Reject** the request
  - a. If a request is approved by the supervisor but rejected by a functional admin, the IT Security Admin team will work with the involved personnel to resolve the conflict
10. Once it is **Approved** an email will be generated to IT Security
11. IT Security will create the account(s) you requested and follow-up with the "Requestor" to ensure they get their logon information
12. After IT Security has confirmed the "Requestor" has their logon information they will mark the request as "Completed"
13. Once marked "Completed" the "Requestor" will receive an email letting them know their request has been completed