To request a Web Timecard Approver account, log into the myBearID Portal at: http://bearid.baylor.edu. Select the Requests tab and then click the Request Access button.

If you are requesting access for yourself, click the Include Self checkbox. If you are requesting access for someone else, type their name in the Search box and click the icon.

Select Web Timecard Approver from the drop-down list. Click the checkbox and then click the Done button.
Specify the Start Date and End Date for the access or select Permanent if End Date is not known.

Specify access period

Enter a comment for the access and click the Submit Request button.

Submit request

Enter comments below, then click Submit Request.

Requesting timecard approval access for Donna Herbert

Submit Request