Baylor University uses Fischer Identity Management to help manage various user accounts including TRAX/PeopleSoft. This system is also known as the Baylor Password and Account Management Portal and it helps our campus community by simplifying and automating the complex task of managing identities, resources, and permissions across multiple systems. This guide is intended to demonstrate how you can use Fischer to request, change, and/or approve access in the TRAX/PeopleSoft financial system. If you have questions beyond what is contained in this guide, please send an email to TRAX@baylor.edu

**Approving A Request**

If you are a listed as a department head, you may need to approve a request for access for an employee that is assigned to your area. When you have a request to approve, the Fischer system will send you an email.

*Note: the emails are generic and do not contain details of the request you need to approve. Likewise, they do not contain a link to the Password and Account Management Portal. Some users have reported finding this email notification in their Junk or Clutter folders so be sure to add this address to your “Safe Senders” list if you manage a specific area of campus.*
To access the portal, you will need to visit bearid.baylor.edu. Log in with your BearID and password.

Click the Approvals tab and select the request you wish to review by marking the checkbox on the left side of the screen. Be sure to click the small blue arrow to review the details of the request.

Next to each item requested, mark the radio button for one the appropriate option: approve, deny, or reassign. While approve and deny are self-explanatory, the reassign task should be used in the event you need someone else to review the request. An example of each is shown below.
Approving a request:
Denying a request:

Reassigning a request:
Once you have responded to each item, click the Submit button.

You will receive this message. Click Submit when you are ready to move the request forward.

The request will then clear out of your approval page.
Note: If you choose to approve the request without reviewing it, this is the screen you will see. This is not the preferred method of approving a security request. We advise expanding to view the detail and carefully reviewing and checking each item before clicking the Submit button.

Note: If you do not respond to an item, you will receive the following message. This does not delay your request. The items you approved will move forward, however, the overall status will remain pending and the unfinished item will remain in your approval list until you respond.