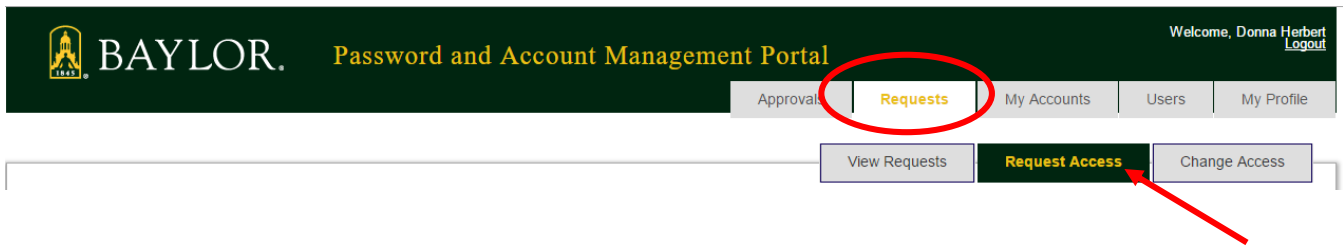


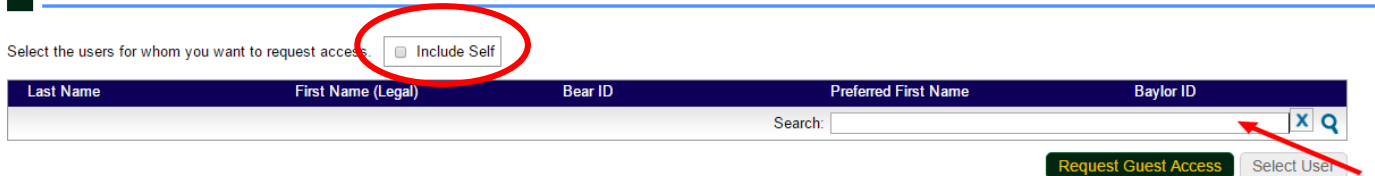
## Request Web Timecard Approver Access

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.



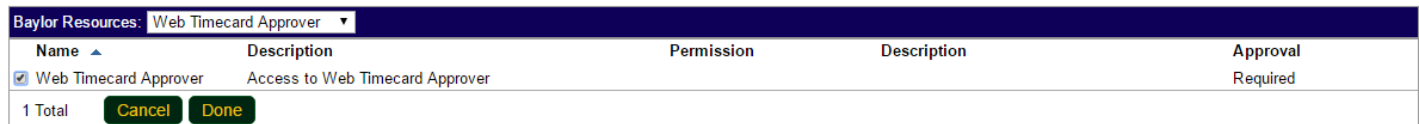
If you are requesting access for yourself, click the **Include Self** checkbox. If you are requesting access for someone else, type their name in the Search box and click the **Q** icon.

### 1 Select a user



Select Web Timecard Approver from the drop-down list. Click the checkbox and then click the **Done** button.



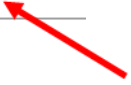
### 2 Select resources and permissions



Specify the Start Date and End Date for the access or select Permanent if End Date is not known.

### 3 Specify access period

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Herbert, Donna: Start:   End:   Permanent  

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

### 4 Submit request

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*Enter comments below, then click Submit Request.*

Requesting timecard approval access for Donna Herbert

**Submit Request**

