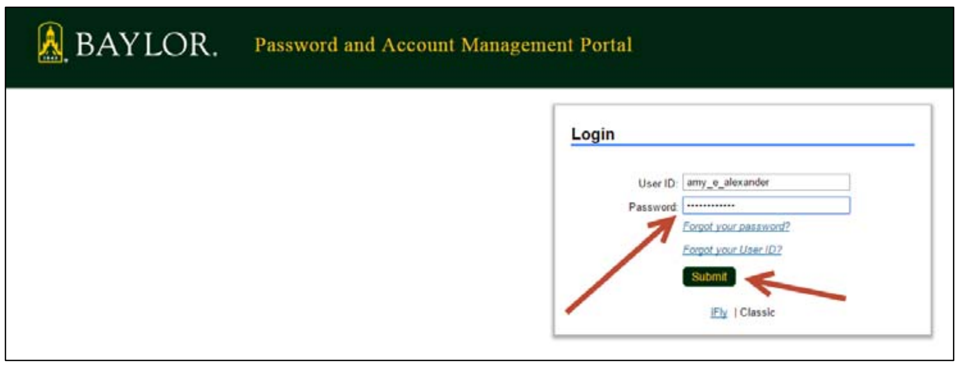
Requesting Access Through Fischer Identity Management

Baylor University uses Fischer Identity Management to help manage various user accounts including TRAX/PeopleSoft. This system 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 change your 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

To begin, visit bearid.baylor.edu. Log in with your BearID and password.

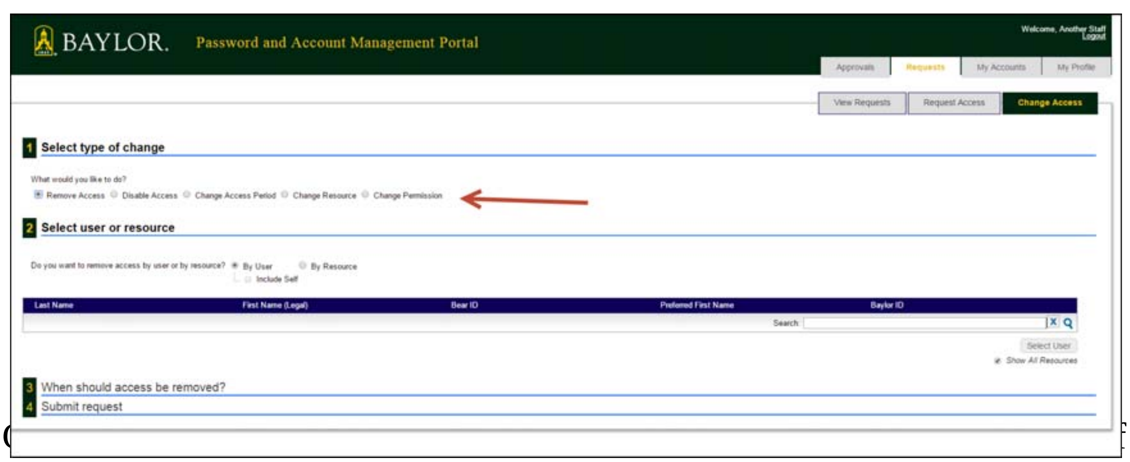


Changing Existing Access

To request a change of access to your TRAX account (you already have an active TRAX account, need to change your existing access by adding/removing a department or role, have transferred to a new department, etc.), click *Requests* followed by *Change Access.*

Step 1: Select type of change

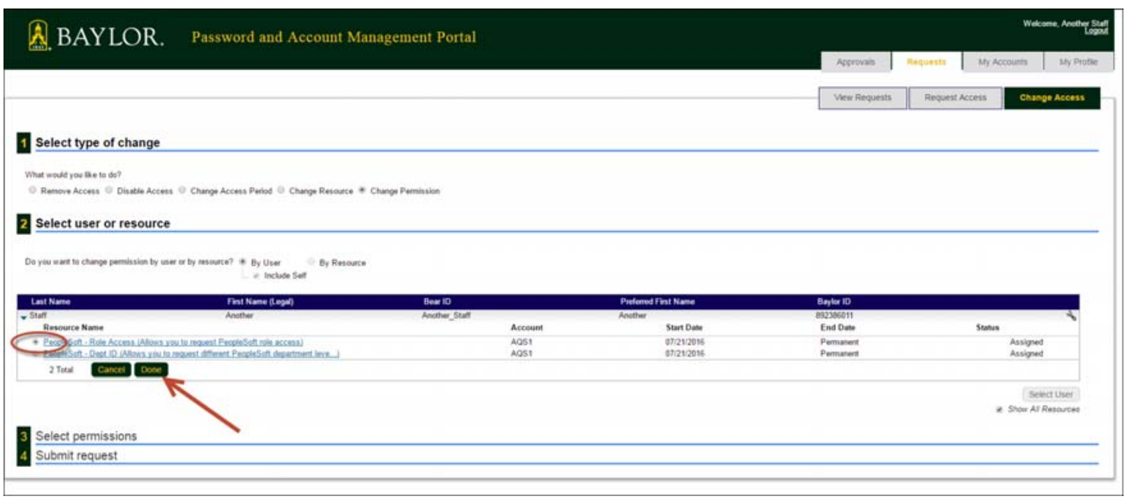
Select the appropriate option from the list of choices:



- Remove Access should be used if you wish to remove your access to the TRAX system altogether.
- Change Access Period should be used if your employment is temporary and you need to extend your end date.
- Change permission should be used for all other changes including changes to department IDs, project IDs, or adding/removing new roles.

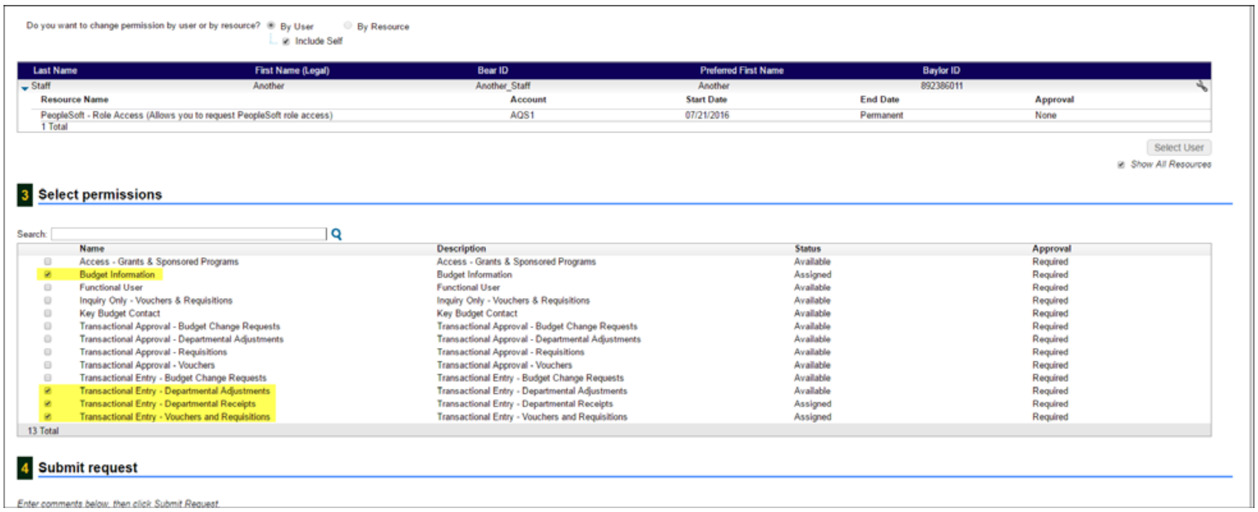
Step2: Select user or resource
Search for the person you wish to update. You can search for the person using the *Search* field or if making a change to your account, mark the *Include Self* checkbox.

Next, select the resource you wish to update. Click *Done* when complete.

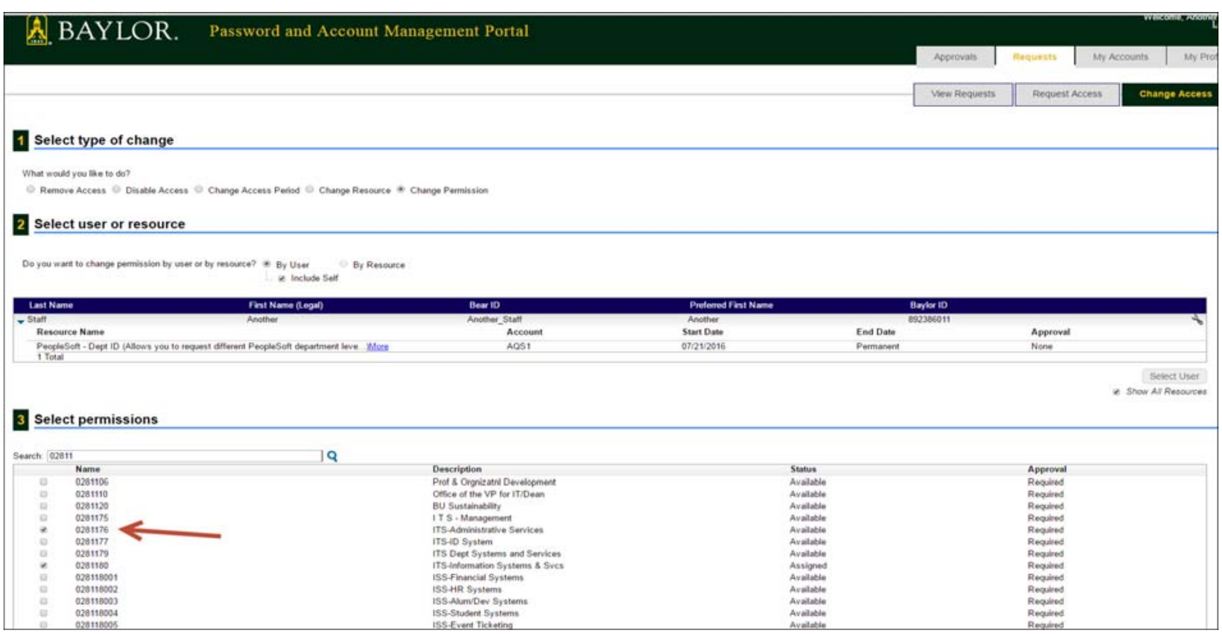


Step 3: Select permissions

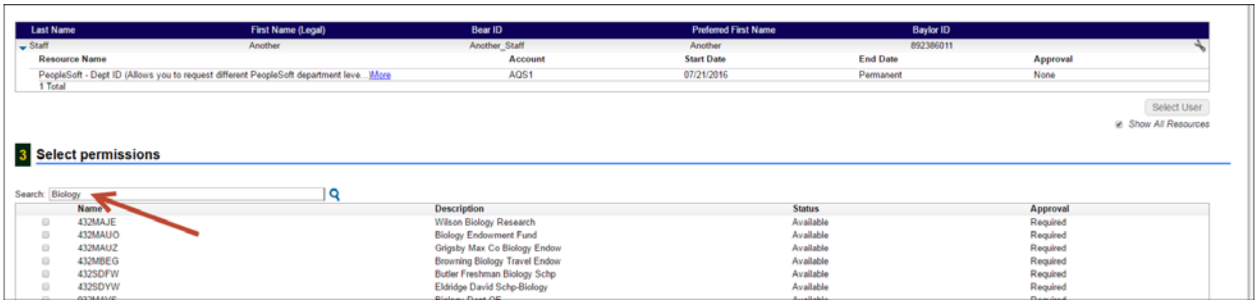
In this example, a request to modify the person's role based access is shown. The person has existing access to Budgets, Vouchers & Requisitions, and Departmental Receipts, but wishes to add access to Departmental Adjustments. Click the necessary checkboxes.



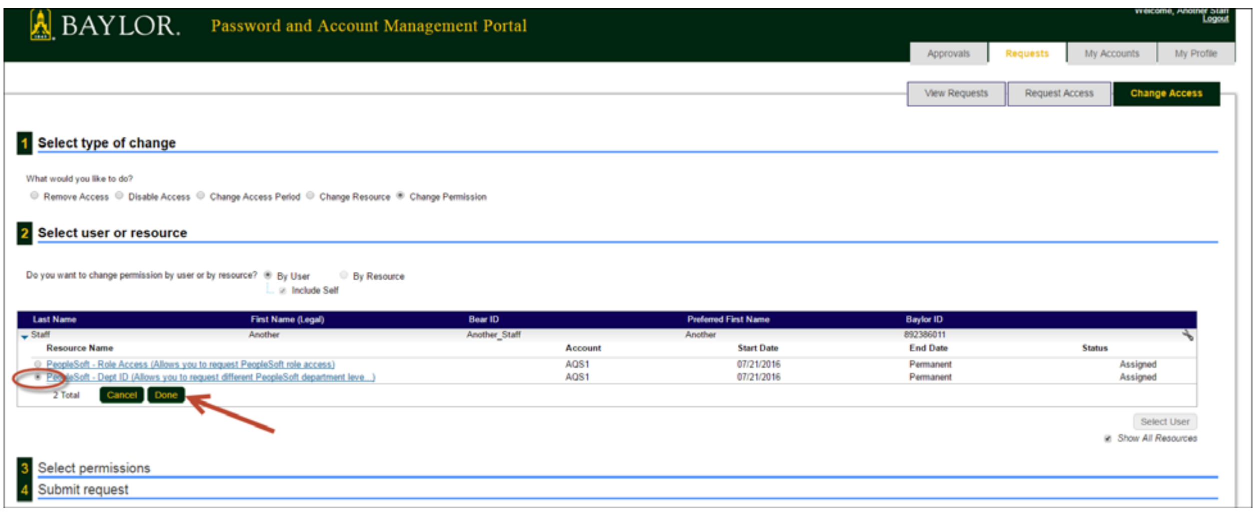
In the example below, a request to modify the person's department ID access is shown. The person has existing access to one department, but wishes to add an additional department ID. Search for the department ID(s) you wish to add and click the necessary checkboxes. You can search by department ID number OR the name of the department, as shown.



Searching by department name/description:

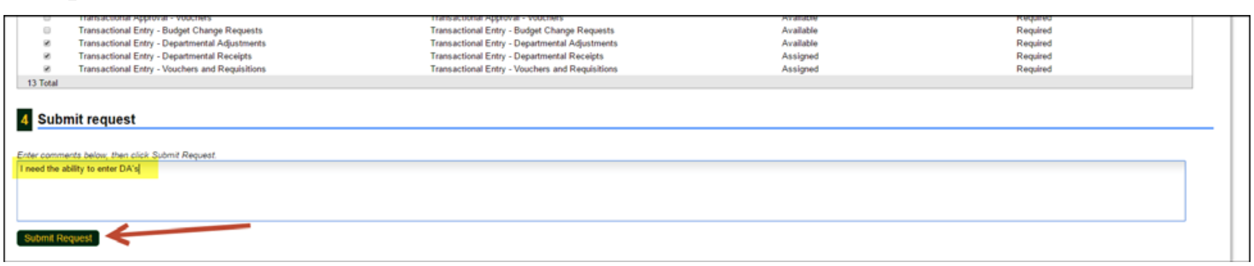


Click *Done* when complete.



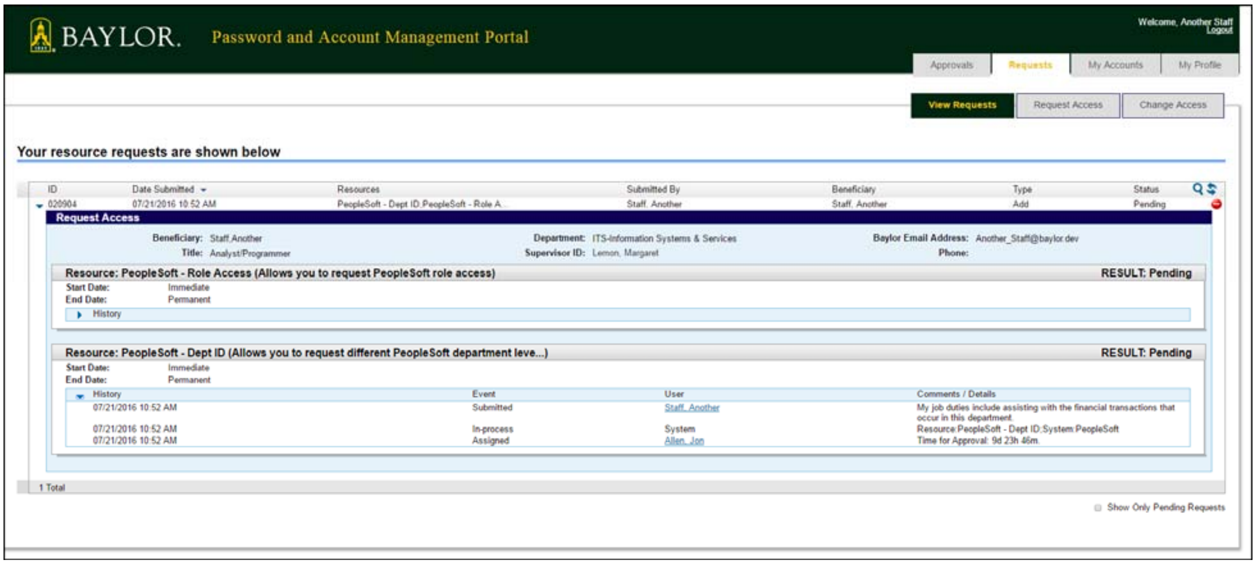
Step 4: Submit request

Enter a justification for your request and any notes or comments you have for the reviewers in this field. Click the *Submit Request* button when complete.



Viewing the History

Click *Requests*, followed by *View Requests* to see the status of an access request you have made. Click the small arrow on the left side of the screen to view more details.



Notes: