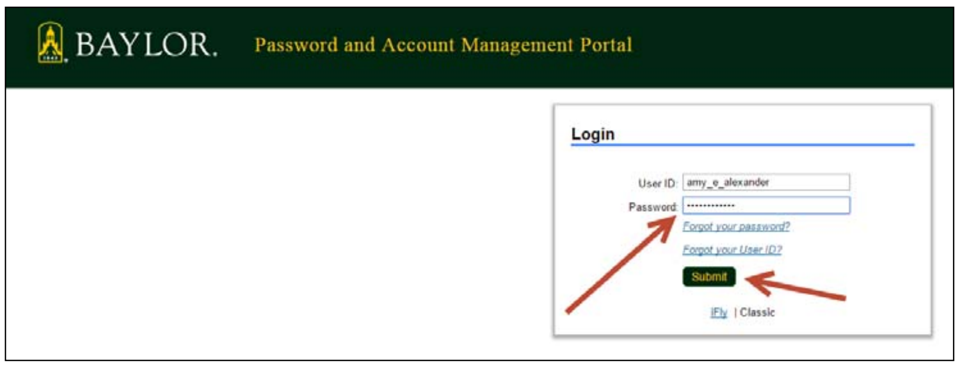
Requesting Access Through Fischer Identity Management

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

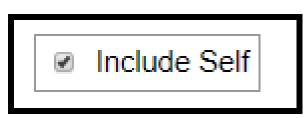
To begin, visit bearid.baylor.edu. Log in with your BearID and password.



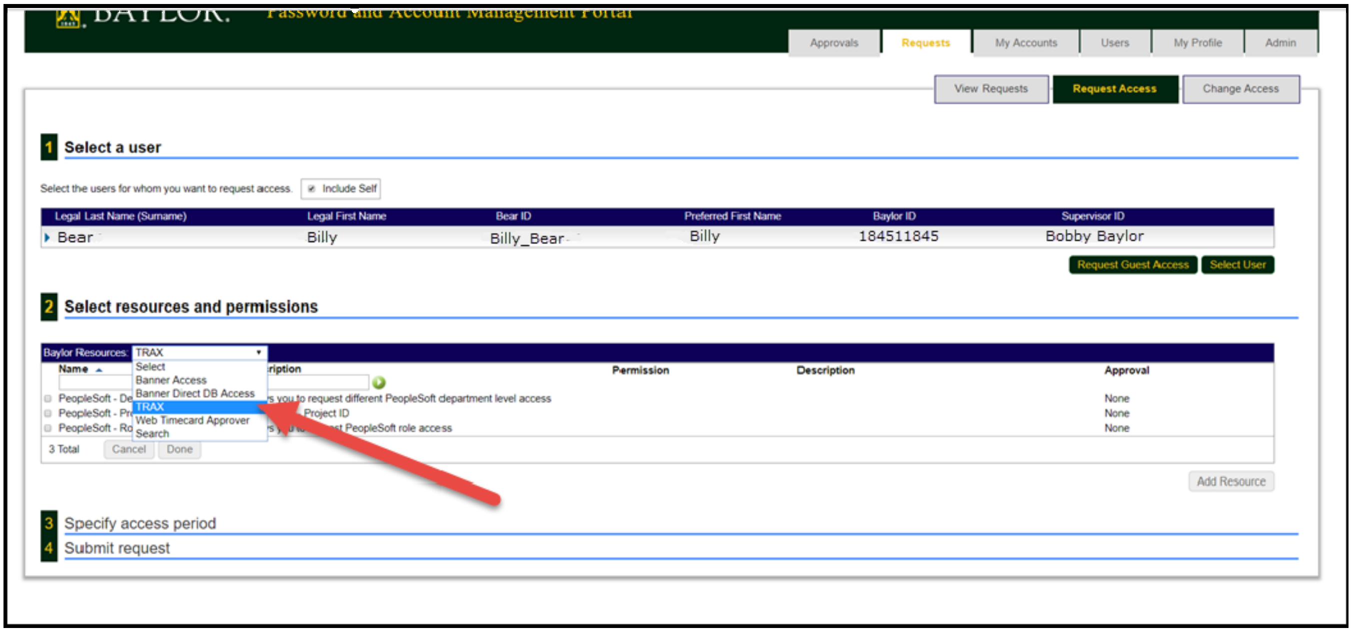
Adding a Role

To request access to a new role for your existing TRAX account, click *Requests* followed by *Request Access.*

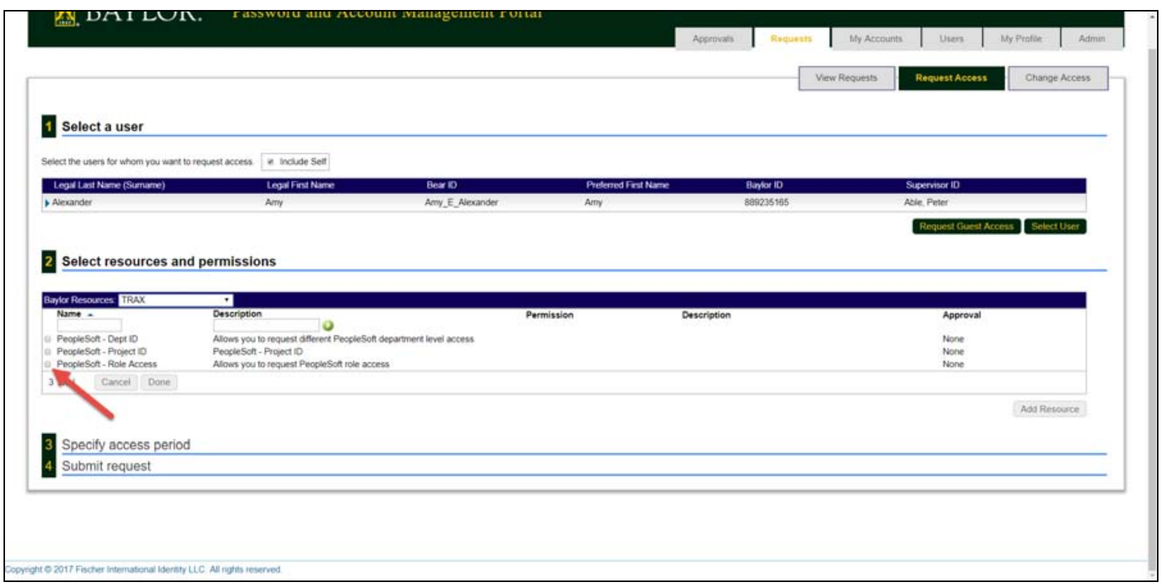
Step 1: Select User
Click the *Include Self* checkbox.



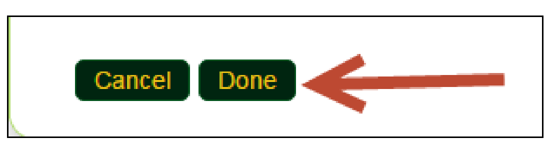
Step 2: Select permissions
From the dropdown menu, select *TRAX*.



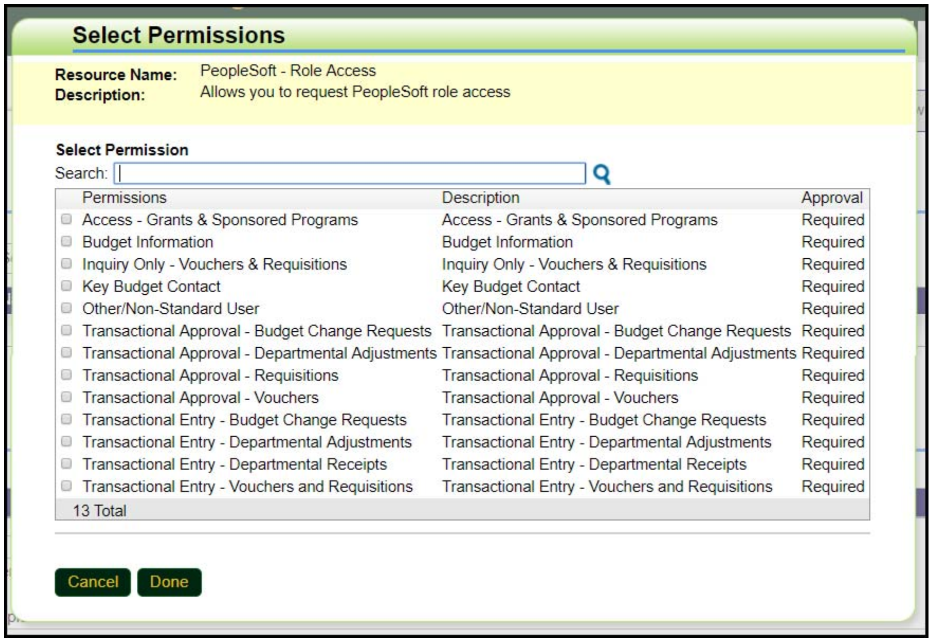
Click the *PeopleSoft – Role* option



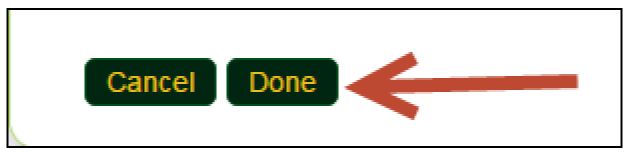
Click *Done*



Click the necessary checkboxes for the role(s) you wish to add.

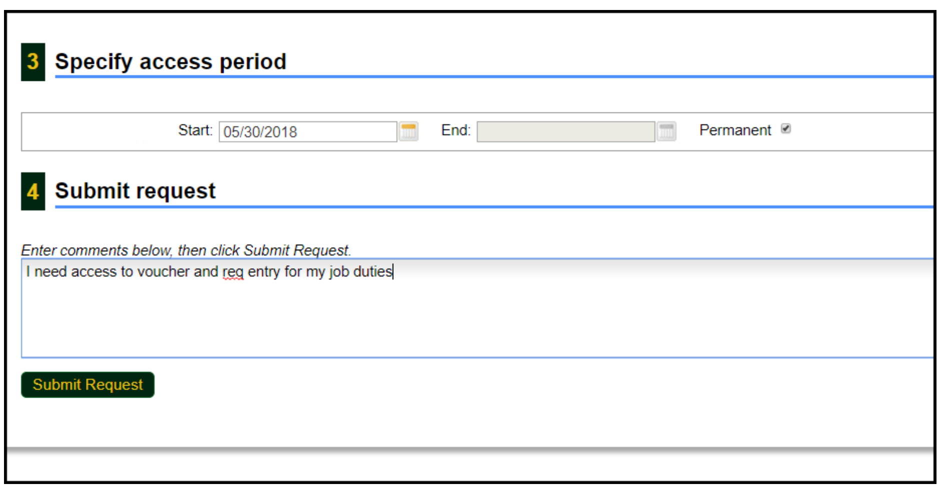


Click *Done* when complete.



Step 3: Specify Access Period

If this request is temporary in nature, be sure to note that in the start and end date fields, otherwise leave the permanent checkbox checked.



Step 4: Submit request

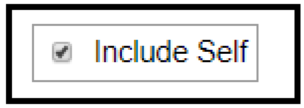
Enter a justification for your request and any notes or comments you have for the reviewers in this field. Click the *Submit Request* button when complete.

Adding a Department or Project

To request access to a new department or project for your existing TRAX account, click *Requests* followed by *Request Access.*

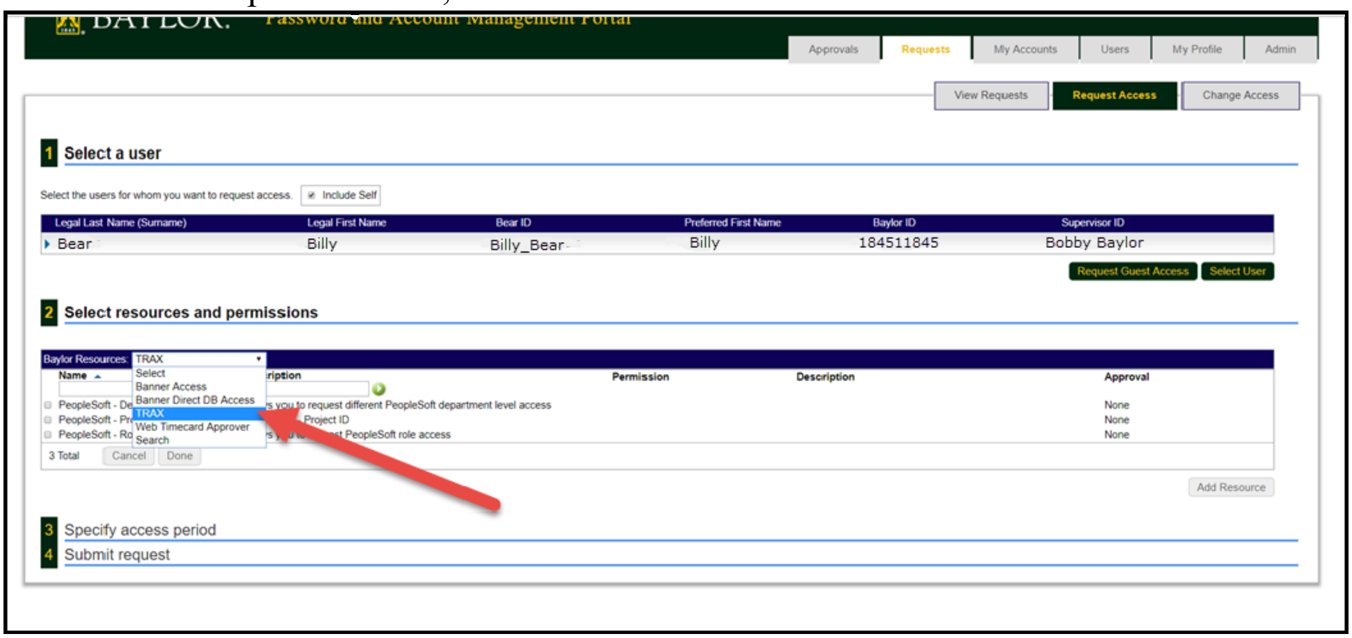
Step 1: Select User

Click the *Include Self* checkbox.



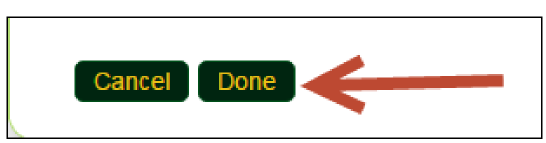
Step 2: Select permissions

From the dropdown menu, select *TRAX.*

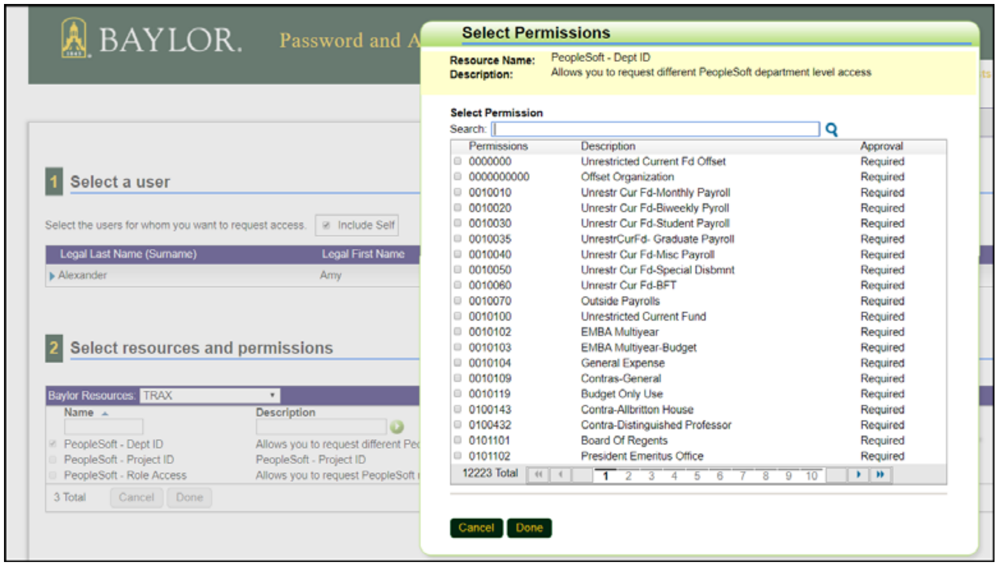


Click the *PeopleSoft – Department* and/or *PeopleSoft - Project* option

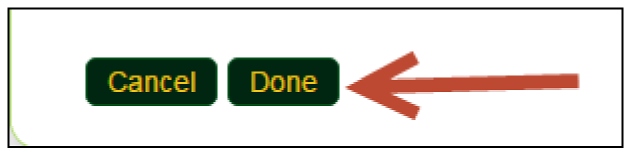
Click *Done*

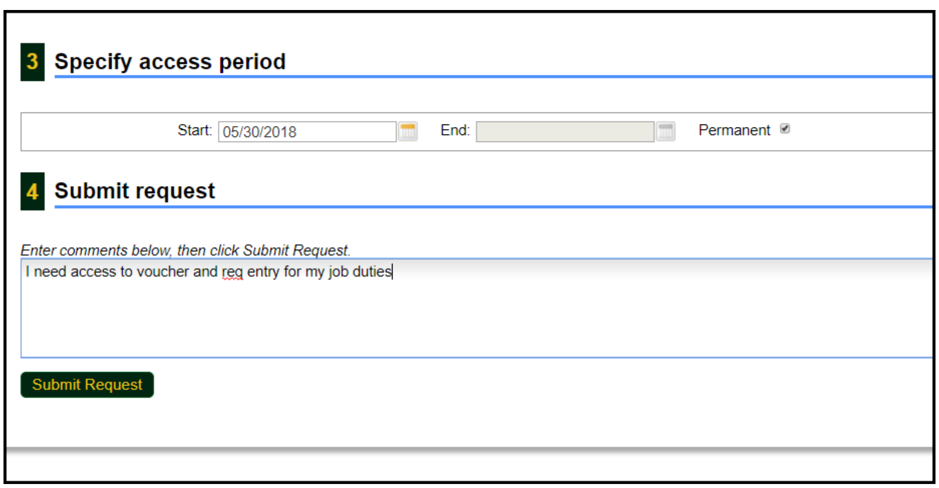


Click the necessary checkboxes for the department(s) or project(s) you wish to add. To aid in your search, you can enter as much of the department or project you know (organizational prefixes such as 085, 012, 025, 032, etc.)



Click *Done* when complete.





Step 3: Specify Access Period

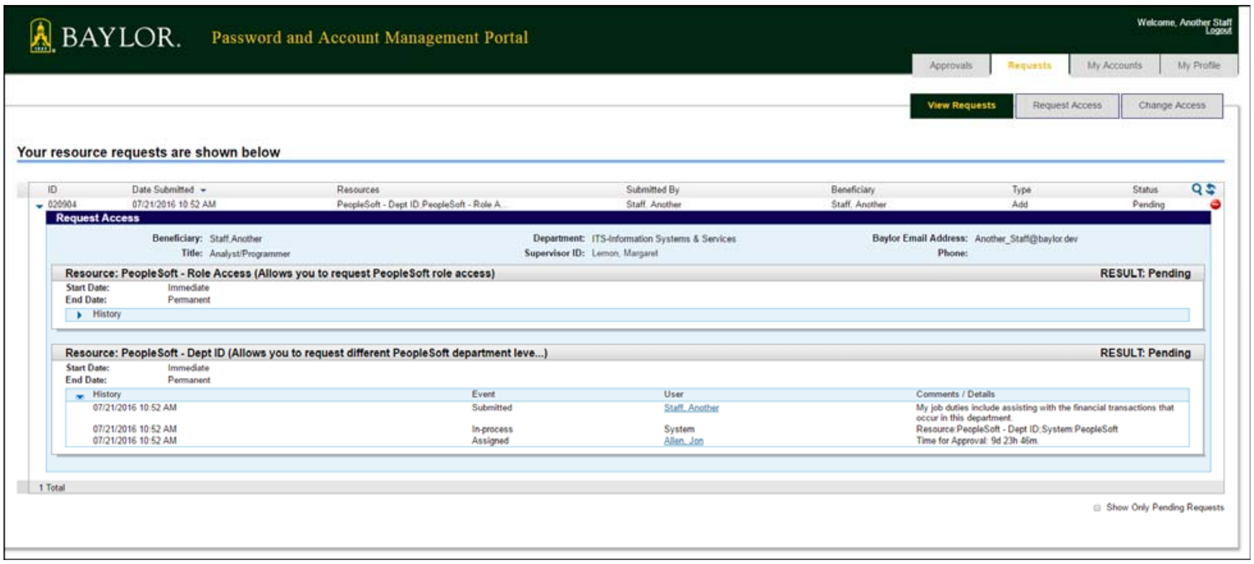
If this request is temporary in nature, be sure to note that in the start and end date fields, otherwise leave the permanent checkbox checked.

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: