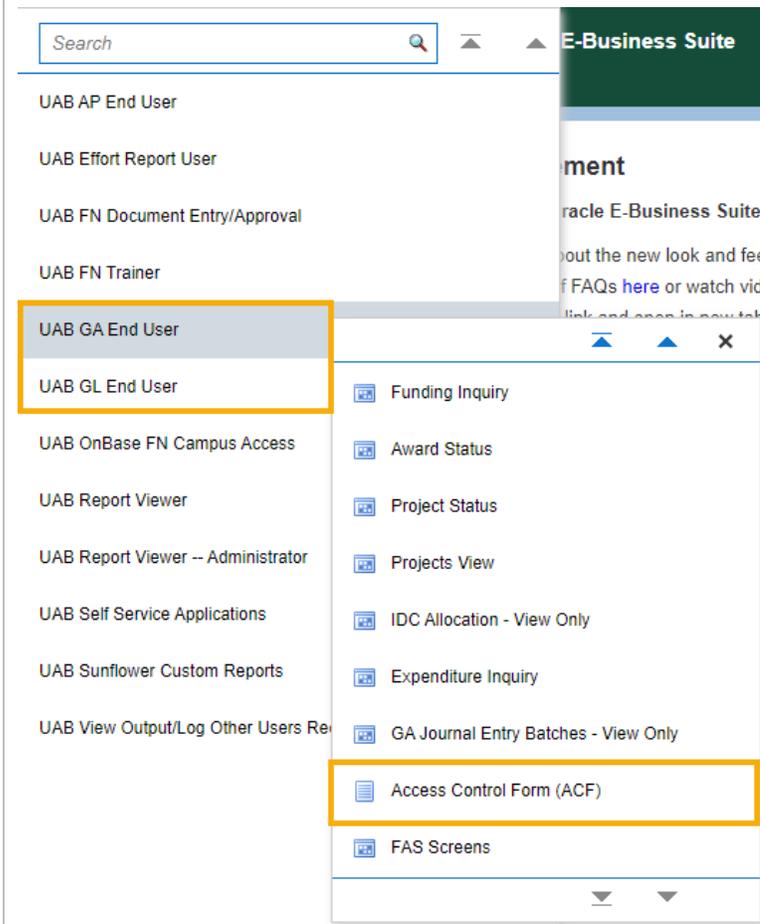


In order to gain access to OnBase, your department administrator must submit an Access Control Form (ACF) in Oracle requesting access. Note that you cannot request access to OnBase for yourself. After the approval process is completed, the OnBase responsibility will be added to the employee’s homepage in Oracle. The sole purpose of this responsibility is to note OnBase access. OnBase can be accessed in Oracle from Payment Requests, General Ledger Journal Entries, and PCARD Review forms, as well as workflow approval notifications.

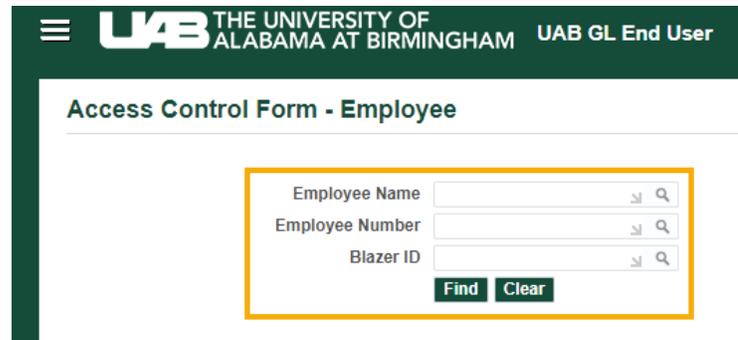
Open the Access Control Form (ACF) from one of the following Oracle responsibilities:

- UAB GA End User
- UAB GL End User
- UAB HR Officer



When the ACF form appears,

- **Enter** either the employee's last name/first name, the 7-digit employee ID number, or their BlazerID
- Click **Find**



When the employee details appear, click on the **Finance** tab

Under **Requested Changes**,

- Click the drop-down menu and select the **UAB OnBase FN Campus Access** responsibility

Click the **Add Row** button

The responsibility name, along with the current day's date, will appear under the Requested Changes section.

- An **End Date** is not required, but you *can* enter a future date
- Click on the **Submit** button



The document status will be listed as INPROCESS and will route through workflow for final approval

Finance Responsibility Details

Document Number 526340 is in status INPROCESS