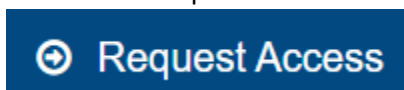


The purpose of this process is for full time UTRGV employees to obtain access to the RPT Environment. In RPT, users can run custodian reports, pending workflow reports, non-submitted workflows, and other queries. The data within the RPT environment is updated nightly.

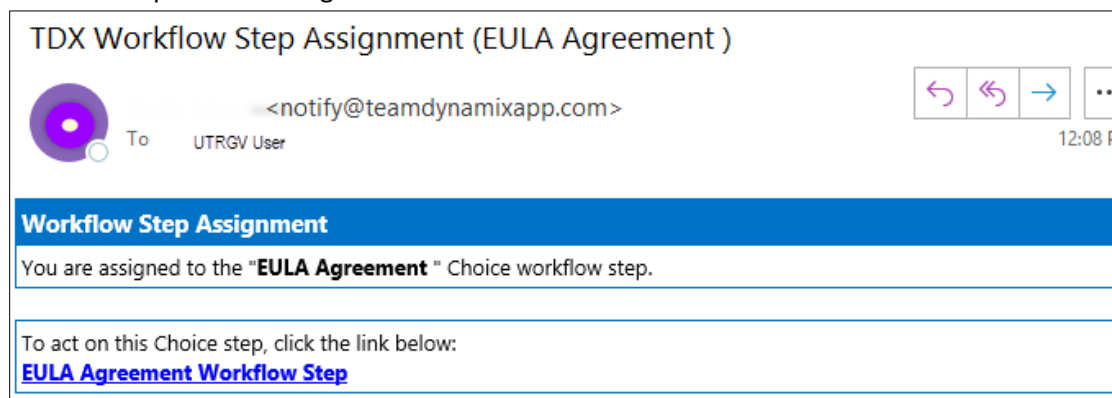
1. Log into my.utrgv.edu
2. Access the IT Support Center application.



3. Click on **Get Access!** from the Popular Services menu.
4. Click on the Request Access button.



5. Select **PeopleSoft-Finances** from the Category menu.
6. Select **PeopleSoft-Asset Management** from the Resource menu.
7. Select **AM Administrative Assistants** and **AM Asset Custodians** as the Application Role.
8. Enter "**Access to AM queries in RPT environment**" in the Description field.  
See page 3 for sample request form.
9. Click the Request button.  
This will trigger an email containing the EULA Agreement Workflow Step to user email address.
10. Use the link provided to login.



11. Click **Yes** if in agreement with the terms and conditions. If you do not agree, click **NO**. This will terminate the access request.

The screenshot shows the UTRGV Information Technology portal. At the top, there is a search bar and navigation tabs for Home, Student, Faculty, Staff, Clinical Staff, Projects/Workspaces, Services, and Knowledge Base. Below this, there are links for Project Requests, Ticket Requests, My Favorites, My Recent, My Approvals, Services A-Z, and Search. The main content area is titled 'Current Workflow Step' and 'Service Request Details'. The service request is for 'Access Request' with ID 15528997. The description is 'Access to AM queries in RPT environment'. To the right of the details, there are two large blue buttons: 'Yes' and 'No', both with checkmarks. Below these buttons is a 'Requestor' field which is currently empty. The 'Choice Step Details' section shows the step is 'EULA Agreement', assigned to 'Linda Mares'. A detailed description of the request and FERPA compliance is provided, along with a link to the EULA agreement and a statement of acceptance.

12. Click **Save**. This will update the EULA status and push the workflow to employee supervisor followed by the module owner.

This screenshot shows the 'Current Workflow Step' section of the portal. It displays the text 'Yes' and a 'Comments' text area with a cursor. Below the text area are two buttons: 'Save' and 'Cancel'.

Sample of completed access form:

## Get Access!

[+ Show Help](#) [- Hide Help](#)

Request access to a University business resource: PeopleSoft, Banner, File Shares, Departmental Emails, etc.

Attachment

Browse... No file chosen

Requestor \*

x Q x

Category \*

PeopleSoft - Financials x v

Resource \*

PeopleSoft - Asset Management x v

Application Role

- AM Accountants
- AM Accounting Technician
- AM Administrative Assistants
- AM Asset Custodians
- AM BA
- AM Manager

Description \*

Access to AM queries in RPT environment



If this request form is being submitted to obtain access to federally-protected student data as defined by the U.S. Department of Education under the Family Educational Rights and Privacy Act (FERPA) of 1974, it is with the understanding that both the immediate supervisor and employee gaining access fully recognize that only data pertinent to the employee's scope of responsibilities is to be utilized, and abuse of this access is considered a violation of FERPA. Under no circumstances is protected student data to be shared or discussed with individuals who do not have a documented legitimate educational interest in the student data being accessed.

## EULA Agreement

EULA Agreement approval is now via EMAIL

[Request](#)