

Requesting Access to EPM Job Aid

The purpose of this job aid is to explain how to request access to the EPM (Enterprise Performance Management) system through Service Now.

1. Open browser using Firefox or Chrome, Navigate the Service Now Site, <https://uta.service-now.com/selfservice>.

2. Select **Accounts & Access**.

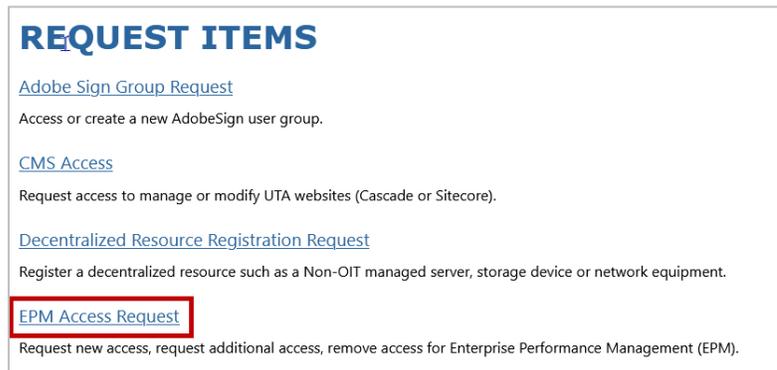


3. Choose **System Access**.



4. Click **EPM Access Request**.

Note: *Log in if prompted; the request form will appear.*



5. Review the **Requested for** section.

Employee information will already be populated based on employee Service Now Sign in information.

<p>* Requested for</p> <input type="text" value="Sam Maverick"/>	<p>Department</p> <input type="text" value="OIT Learning and Comms"/>
<p>Contact phone number</p> <input type="text" value="+1 817 272 2571"/>	

If completing the form for another user:

Click "x" to remove the name.

*** Requested for**

Enter the name of the user for whom you are making this request by typing in the field and selecting from the dropdown menu.

Department Name and Contact Number will automatically update.

*** Requested for**

Brooklin Bruno	bxb7733
Brooklin Wells	bpw2449
Brooklyn Aguilar	bja5149
Brooklyn Bowles	bdb4044
-- None --	

6. Verify the Employee Email Address.

Request Details

*** Email Address:**

7. Select the Type of Request:

- "Request Access" Grants access to the EPM and EPM Test environment for fiscal year budgets, unit allocations, and reports.
- "Allocation Process" Allows access to see how revenue changes impact funding; request only if you have security access to all departments in a college.

- “Forecasting Process” Provides access to a tool for projecting current finances using monthly actuals; request only if you have security access to all departments in an academic or non-academic unit.
- “Remove Access” Use this option if an employee is leaving and no longer needs access.

***Type of Request:**

-- None --
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-- None --

Request Access

Remove Access

Allocation Process

Forecasting Process

8. Enter Department Name and ID number for each department user will need access to.

***If Requesting Access, please list the department number and department name:**

625000 Dean of Engineering, 625101 Civil Engineering, 625102 Mechanical Engineering, and 625103 Electrical Engineering

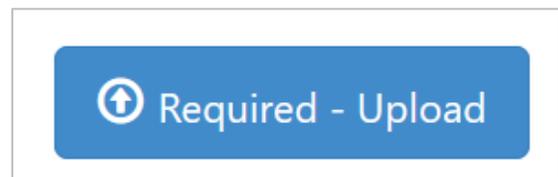
For Allocation and Forecasting Process request enter the Academic or Non-Academic Unit name.

***If Requesting Access, please list the department number and department name:**

College Of Language Arts COLA

9. Attach an email that confirms approval from the Department Head for the requested department or academic/non-academic unit.

Department Head approval can come from the following:
 Academic Approvers: Chair, Dean, Provost
 Administrative Approvers: Director or Higher, Vice President, President



If an incorrect approval email is attached, the EPM Access Form will be automatically denied.

10. Click "Submit" to finalize and send your EPM Access Request Form

EPM Access Request

Request new access, request additional access, remove access for Enterprise Performance Management (EPM).

If you want to request access to UTShare click here (you will need your NetID and password):
[UT Share Access Request](#)

For all other access please complete the form below.

Submit

<p>*Requested for</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Sam Maverick"/>	<p>Department</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="OIT Learning and Comms"/>
<p>Contact phone number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="+1 817 272 2571"/>	

Request Details

***Email Address:**

***Type of Request:**

***If Requesting Access, please list the department number and department name:**

***If Requesting Access, a .PDF of the Department Head's approval must be attached.**

[EPM Department Head Approval Attachment.pdf](#)

Add attachments