

Requesting Access to EPM

Complete the steps below to request access to EPM:

- 1) Using Firefox or Chrome, navigate to the following site, <https://uta.service-now.com/selfservice>.
- 2) Click on the **Accounts & Access** option.
- 3) Click on the **Systems Access** option.
- 4) Click on the link for the **Request EPM Access/Unlock EPM Account** form.
- 5) The form is displayed.
- 6) Under the **Requested For** section, your employee information will populate. Verify and correct if needed. You can also select a different employee if completing the form for someone else.
- 7) Under Request details, verify your email address and click on the **Type of Request** drop-down box and select **Request Access**.

Request access or unlock an account 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.

*Requested for <input type="text" value="Brooklyn Cotten"/> x v	Department <input type="text" value="OIT Continuous Improvement"/> x v
Contact phone number <input type="text" value="+1 817 272 2129"/>	
Request details	
*Email Address: <input type="text" value="brooklyn.cotten@uta.edu"/>	
*Type of Request: <input type="text" value="-- None --"/> v	

- 8) In the **If Requesting Access** box, enter the Department(s) and Cost Center(s) to which you will need access.

If Requesting Access, please indicate the departments you will need access to:

- 9) Click the **Submit** button.
- 10) An email notification will be received when your EPM request is approved/denied.