



Requesting Access in HCM or FIN

Application Access Requested Through HCM

This document details the process of using HCM to request roles that provide access to the following systems:

- Human Capital Management system (HCM)
- Finance System (FIN)
- CU Marketplace – (ePro* roles in FIN)

Accessing the Request Forms

To access HCM or the HCM or FIN request form, you can use the specific tile for the type of request you need to make in your portal.

You can find that tile by clicking the **Request System Access tile** from your homepage or use the top left dropdown menu to navigate to Forms -> Request System Access.

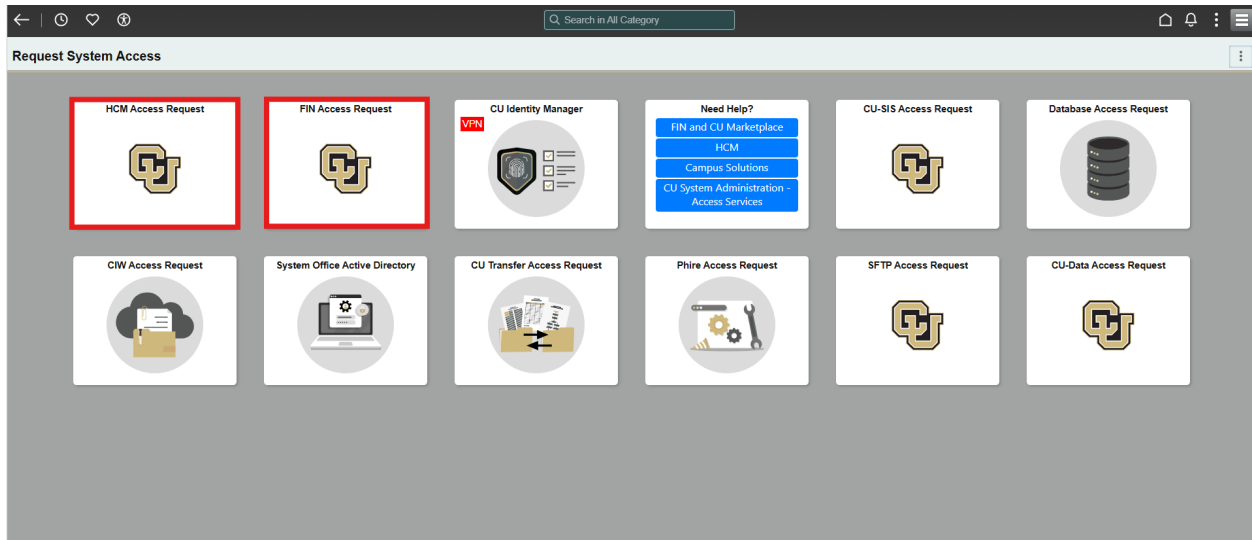
Training Requirements

HCM will perform checks to ensure required training has been completed for each requested role. You will not be able to submit requests for roles that require training that you have not yet completed. Training is checked against the HCM database, which may take up to one business day to receive training information from Percipio.

You will need to complete the required training for each application role you request **BEFORE** you make your request.

Making a Request

Click HCM Access Request or FIN Access Request from the Request System Access page in the portal.



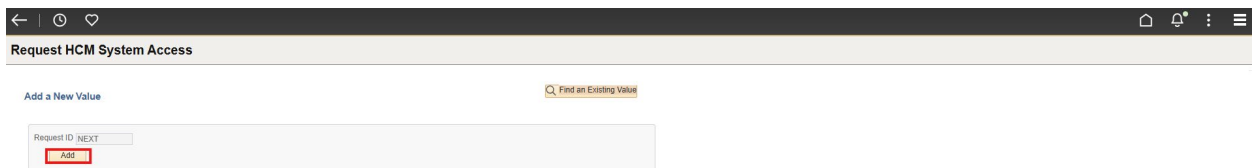
i. Request System Access page

From this point forward, the process will be the same between the two application requests, with the only exception being the selection of roles. Use the correct request form for the required application.

For this document, we will use the HCM Access Request option.


You will be presented with a page titled **Request HCM System Access** or **Request FIN System Access**.

To create a new request, click the **Add** button.

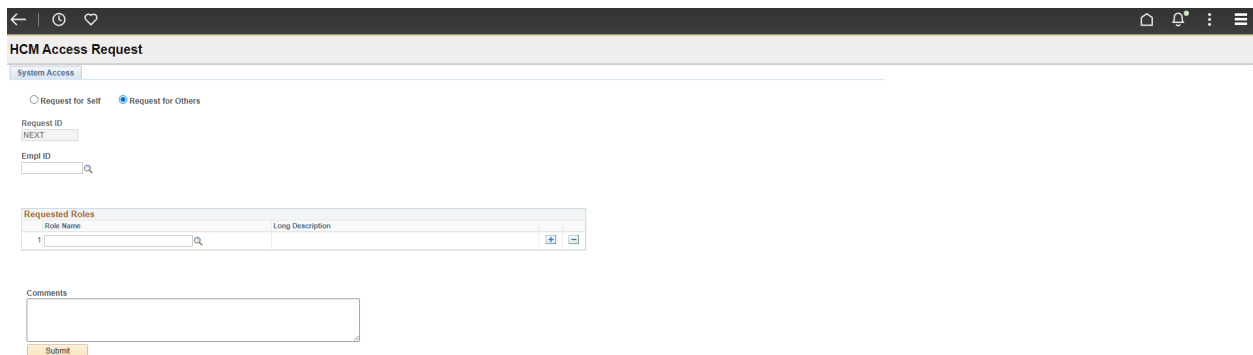


ii. Adding a new request

The next page is the request screen. You will need to select whether this request is for yourself or for another user within your department or area.

If requesting access for another user, you can enter the user's HR employee ID in the Empl ID box or use the magnifying glass icon  next to the Empl ID box to search for a user by employee ID, Display Name, or Email Address.




NOTE: You will only be able to request access for users who fall under your specific department row level security. If you cannot see users you would expect to see, please work with your campus HCM access coordinator to identify the correct level of department row level security required to complete the duties of your position.



The screenshot shows a web browser window with the title "HCM Access Request". The page has a dark header with navigation icons. Below the header, there is a "System Access" section with two radio buttons: "Request for Self" (unselected) and "Request for Others" (selected). Below these are input fields for "Request ID" (with a "NEXT" button), "Empl ID", and a magnifying glass icon. The "Requested Roles" section is a table with two columns: "Role Name" and "Long Description". The first row contains the number "1" in the "Role Name" column, a magnifying glass icon, and a plus icon. Below the table is a "Comments" text area and a "Submit" button.

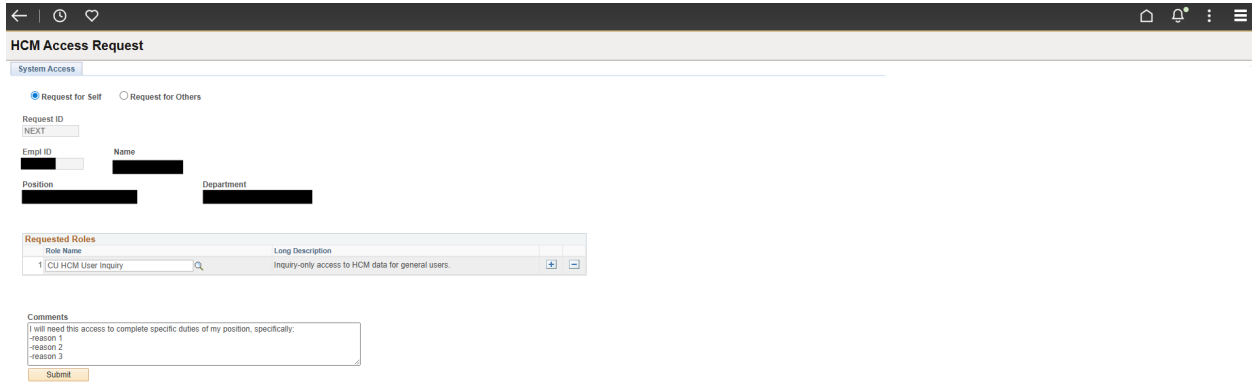
iii. A blank HCM Access Request Form

For this document, we will use the **Request for Self** option.

In the Requested Roles section, enter the role name for the role required, if known, or search for the required roles using the magnifying glass icon  beside the Role Name text box. If more than one role is required, use the plus  icon to add new lines for additional roles as needed. Extra lines can be removed using the minus  icon.

Once all roles are added, enter a justification for why the access is required in the **Comments box** at the bottom. If the justification does not adequately justify the need for the roles, the approval for the request may be delayed as an Access Coordinator may seek additional information about the need for these roles.

Once all information is added to the form, click **Submit**.



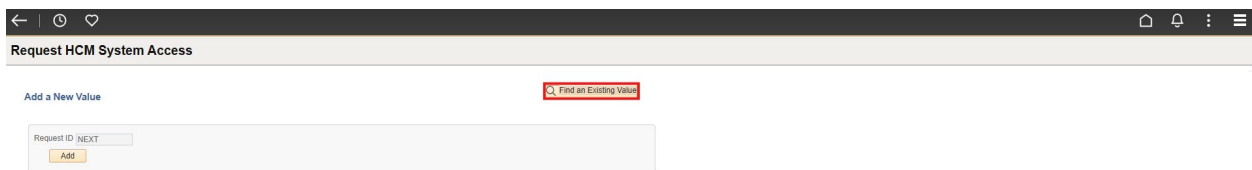
iv. Completed HCM Access Request Form


If you have not completed all required trainings, you will receive an error stating that some training is still required to submit for that role. Please complete those training courses and wait one business day to request access again.

Reviewing the Status of a Request

Once the request is submitted, you will be presented with a page showing the request as submitted, including the approval workflow at the bottom of the page. The request will be routed to the manager of the role recipient's primary position or their POI sponsor for approval before going to the campus application access coordinator for final approval. Once approved, the role(s) will be added to the user's profile and access will be granted.

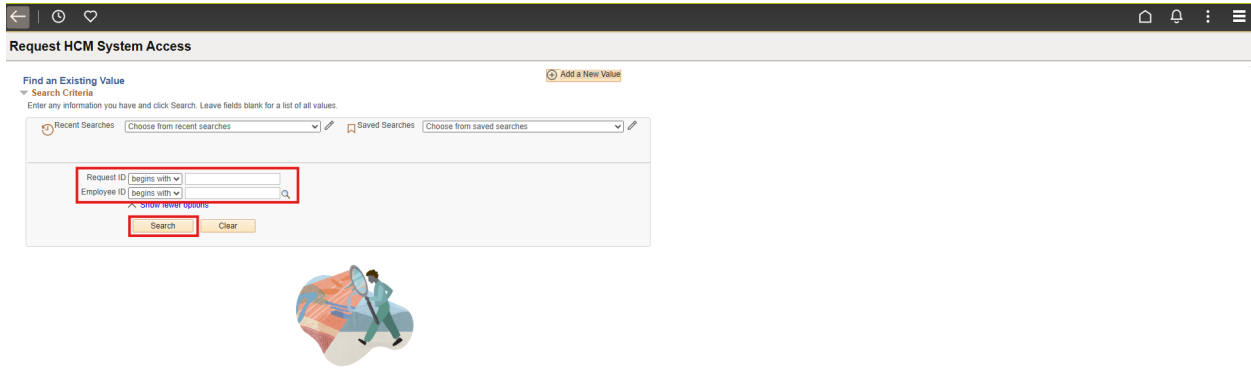
To view a prior request, you can use the **Find an Existing Value** in the top right corner of the Request HCM Access or Request FIN Access page.



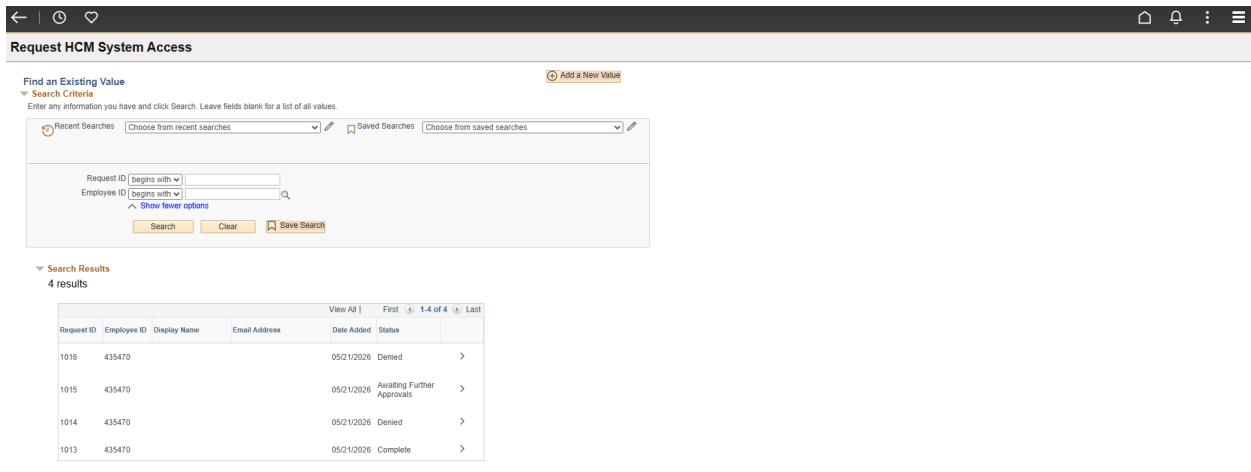
On the Find an Existing Value page, you can search by Request ID (if known) or Employee ID. You can also search for an employee ID by using the magnifying glass icon  beside the Employee ID field to search by Employee ID, Display Name, or Email Address.

If you'd like to view all requests that are available to you, click Search without including any search parameters.

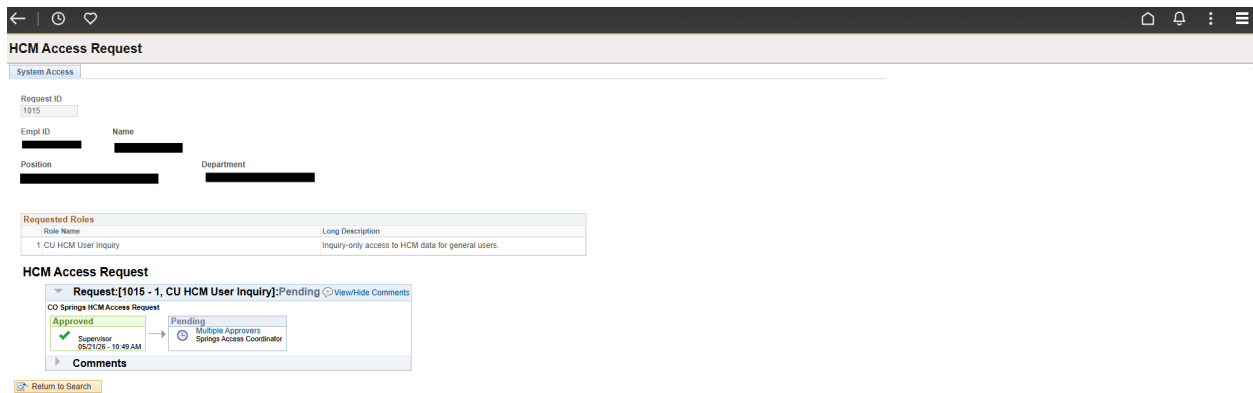
NOTE: You will only be able to view requests for users who fall under your specific department row level security. If you cannot see users you would expect to see, please work with your campus HCM access coordinator to identify the correct level of department row level security required to complete the duties of your position.



You will be presented with a list of all requests that match the criteria specified. You may click any of these requests for additional details. If only one result is returned in the search, HCM will open the request details by default.



The request details page will show you who the request was made for, what roles were requested, and the status of the approval steps.



System Access

HCM Access Request

Request ID: 1015

Emp ID: [Redacted] Name: [Redacted]

Position: [Redacted] Department: [Redacted]

Role Name	Long Description
1 CU HCM User Inquiry	Inquiry-only access to HCM data for general users.

HCM Access Request

Request: [1015 - 1, CU HCM User Inquiry]: Pending [View/Hide Comments](#)

CO Springs HCM Access Request

Approved [View/Hide Comments](#) → Pending [View/Hide Comments](#)

Supervisor: [Redacted] 05/21/26 - 10:49 AM

Multiple Approvers: Springs Access Coordinator

[Return to Search](#)

Approval Process

- **Required Training**
 - o The system will check that you have completed the training required for the access you requested. Once training is complete, please make a request on the next business day. If you have not completed the required training, the system will prevent you from submitting the request.
 - o If you complete an in-person course, please contact your campus Access Coordinator for assistance.
- **Manager Approval**
 - o The request will be routed to your manager or sponsor (for POIs). The request for approval will appear as a notification on the employee portal and in the **Approvals** tile of the **Manager Self Service** section of HCM. Your manager will also receive an email with a link to the request.
- **Campus Access Coordinator Approval**
 - o After the manager/sponsor approval, the request will be routed to your campus Access Coordinator for final approval.

After the Access Coordinator approves the request, the access will automatically be added to your HCM account.