# UALR Security Role Request

This quick reference guide (QRG) is for employees requesting additional security roles.

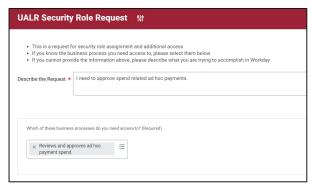To request, complete the following steps.

## SECURITY ROLE REQUEST
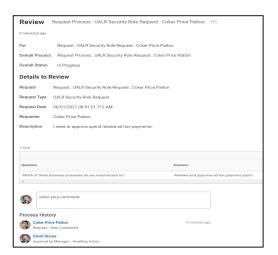
From the Workday home page:
1. Search and select **'Create Request'** in the search bar.

The *Create Request* screen displays.

2. In the **Request Type** field, click "All > UALR Security Role Request".
3. Click **OK**.
4. Use the **Describe the Request** field to provide the needed information.



5. Click **Submit**.
6. The request will then route to your Manager for review and approval.



## NEXT STEPS

After your manager approves, the request then routes to a next level approval, then to Dean/ACV level, then finally to the designated security partner to review and grant the appropriate access.