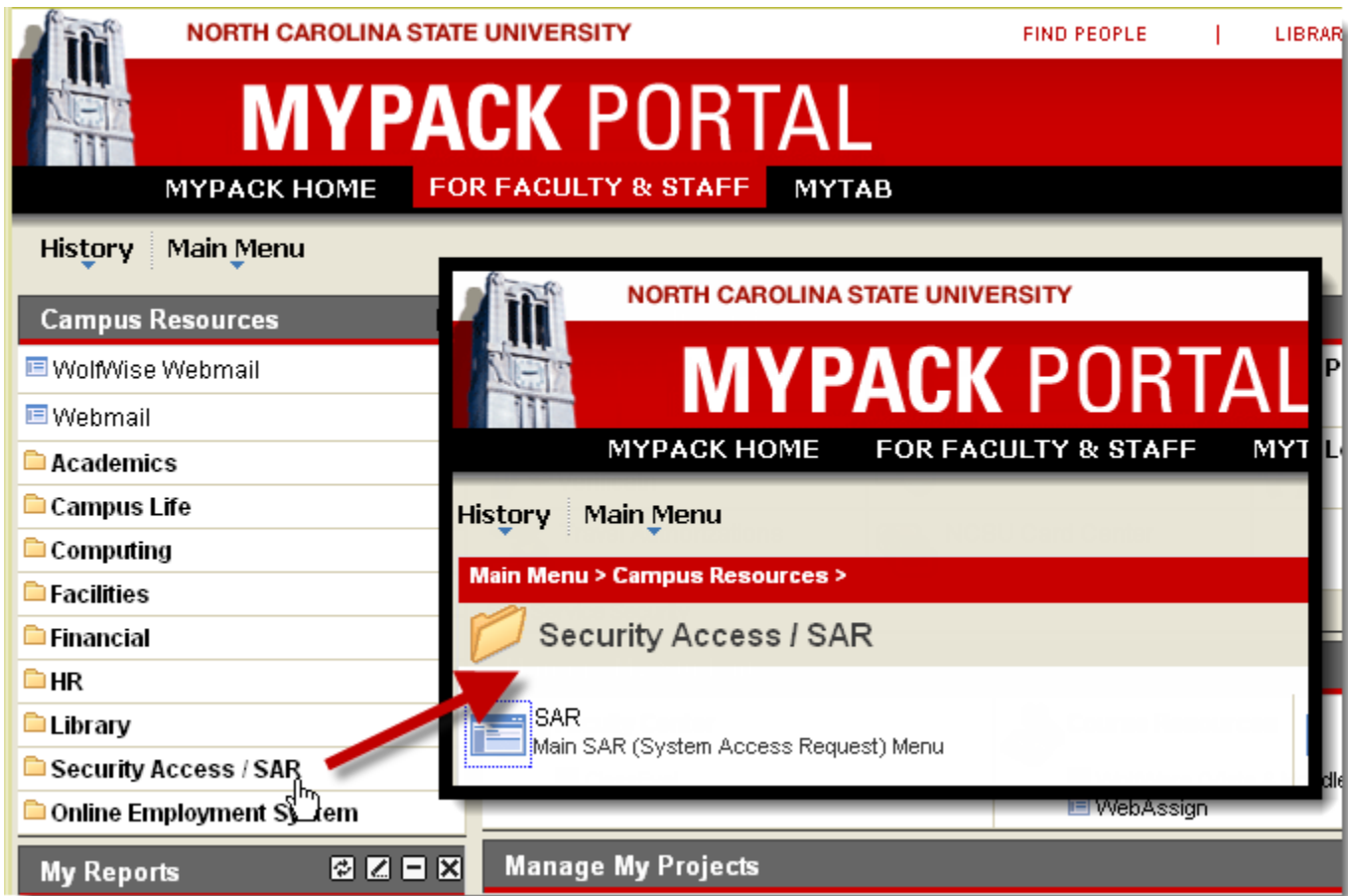


How to request access to Report2Web and specific folders:

1. Log into MyPack Portal and navigate to For Faculty and Staff Tab, then on the left hand side under Campus Resources click on Security Access/SAR. Then click on SAR as illustrated below:



2. Once you have logged into SAR you will be in the Main Menu, click on Update Access:

Welcome, YMENDOZ. Make a selection to manage your work items, requests, or delegations.

- [Update Access](#) - [Add a Request](#)
- [Revoke Access](#) - [Revoke access to any/ALL applications](#)
- [View / Search for Tasks](#) - [Search for Specific Requests](#)

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3. Enter the last name of the person you will be entering a request for and hit Search, once you have located the person in the list, highlight the name and click on Continue:

Update Access User Selection

Use the search engine below to find a user Last Name or Employee ID.

Search By Last Name Employee ID

Search Criteria *

Select User

Dowell, Renee W - RWDOWELL - 000008209 *

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4. In the next window, you will be asked to select an application, scroll down and find Report2Web and highlight it, then click on Continue:

Update Access Account Selection

Please select an account to grant or update access for this user.

Select Account

Financial
Human Resources
Maxient
Other
Report2Web
Student Information - SIS
UIA
WESLI
Web Leave *

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5. On the request form below, all you need to enter is the folder you would like access to Financials for the NCMBMR or Research Administration for the Contracts & Grants Reports, then click on Preview Request:

Update Access Account Modifications

Please enter instructions on how to create the account selected.

User	RWDOWELL Dowell, Renee W
Employee Id	000008209
Sybase Id	NACSRMW
Organizations	515001 - Enterprise Application Svcs
Email	renee_dowell@ncsu.edu
Compliance Certification	Completed
Update Access on	Report2Web
Modify Effective Date	<input type="checkbox"/>
Effective Date	Immediate
Comments	Access to Research Administration Folder
<input type="button" value="Preview Request"/> <input type="button" value="Cancel"/>	

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6. If the request looks ok, then click on Complete Request and you are done.

Update Access Confirmation

Please review the changes being made to this user, click Back to make any additional changes, click Cancel to cancel the request or click Complete Request to finish submitting the request

User Request Details	
User	RWDOWELL Dowell, Renee W
Employee Id	000008209
Sybase Id	NACSRMW
Organizations	515001 - Enterprise Application Svcs
Email	renee_dowell@ncsu.edu
Compliance Certification	Completed
Update Access on	Report2Web
Effective Date	Immediate
Comments	Access for Research Administration Folder.
<input type="button" value="Complete Request"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

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