

Get Access Step 10

After completing the required training, you will gain access to Banner or Degree Works Production. Return to Workfront and leave a status update on your request. You can view your request under the **Requests I've Submitted** tab. Click on your request.

The screenshot displays the UCR Requests interface. At the top left is the UCR logo and the word 'Requests'. A search bar is located at the top right. Below the header are three tabs: 'New Request', 'Requests I've Submitted', and 'All Requests'. A red arrow points to the 'All Requests' tab. Below the tabs is a 'More Info Needed' banner. Underneath is a 'New request' card for 'Banner System Access'. The card shows a user profile for Teri Eckman with the text 'Access granted to Banner Training environment.' and a 'Comment' field. To the right of the card is a table with columns for 'Status' (Awaiting Feedback), 'Planned Completion' (Oct 16, 2015), and 'Assigned To' (Teri Eckman, IS-Director). Below the card is a navigation bar with 'Requests I've Submitted' (Open (0) | Complete) and a 'Sort by' dropdown set to 'Recently Updated'. At the bottom center is a light purple box with the text 'Your Requests will show up here as you add them. Ready to start one now?' and a '+ Create New Request' button. An orange callout box on the left contains the text 'Click on your request.' with a line pointing to the 'All Requests' tab.