

## Online Requests for Common Oracle Responsibilities

There are several Oracle responsibilities that can be requested online and submitted electronically to your supervisor for approval. They are:

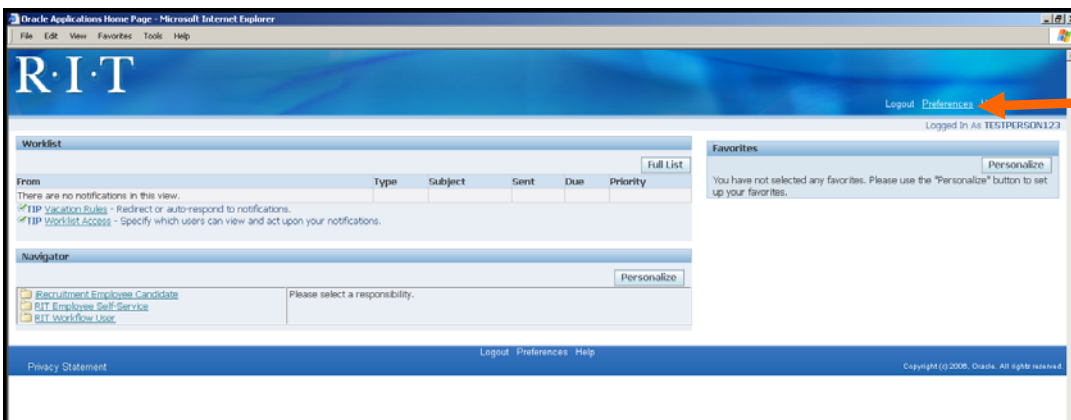
- RIT iRecruitment Manager
- iReceivables
- RIT Employee / Adjunct Payment Entry (for people who regularly enter pay for adjunct faculty)
- RIT MSS Assignment Cost Change (for people who regularly do costing changes online)
- RIT Supervisor Self Serve (a manager self service responsibility to allow people to view their direct report's information online)

The instructions below assume that you already have access to Oracle and you are requesting ADDITIONAL access.

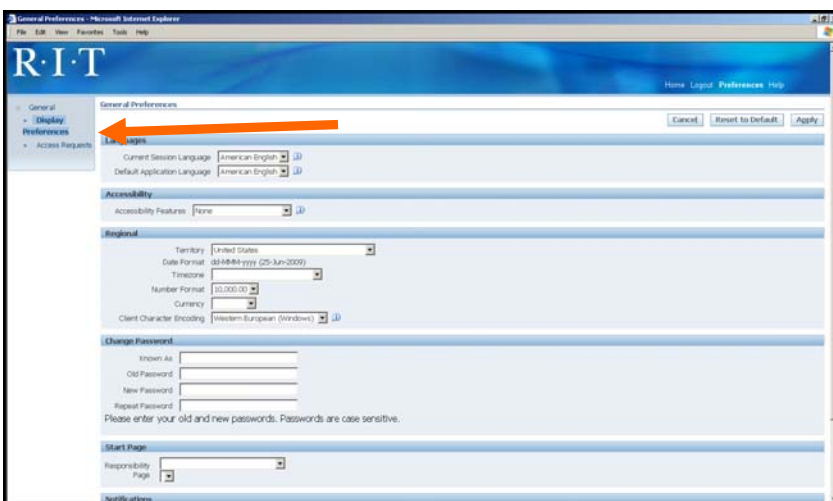
To gain access to any responsibilities that are not available for request electronically, please contact the Finance and Administration Customer Support team at 475-4905 .

This demo will show you an example of requesting access to RIT iRecruitment Manager  
Log in to Oracle at <https://mybiz.rit.edu> and you will be brought to your Oracle homepage.

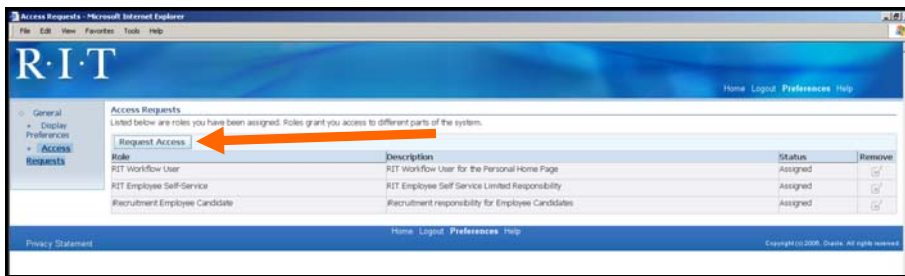
After you log in to Oracle, select the Preferences link at the top right.



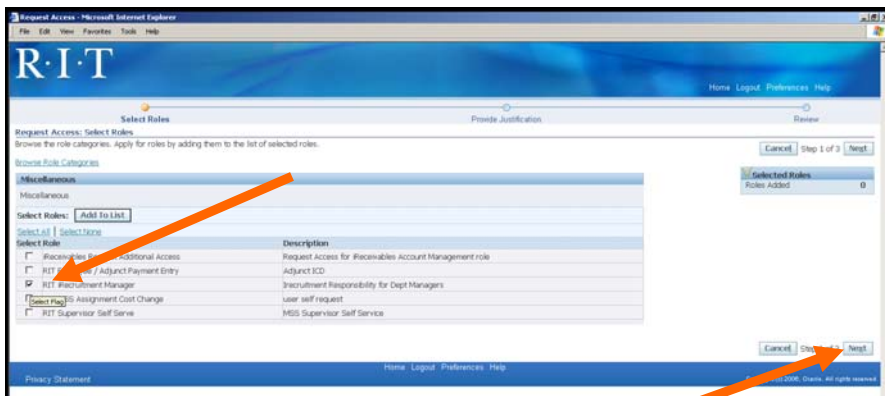
Next select the Access Requests link on the left



Click the Request Access button

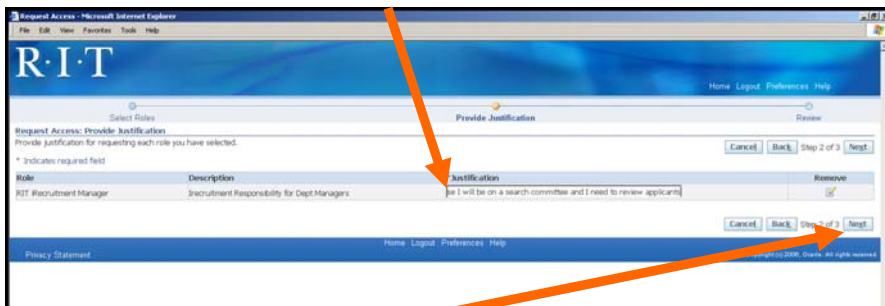


Select the box next to the responsibility you wish to request.

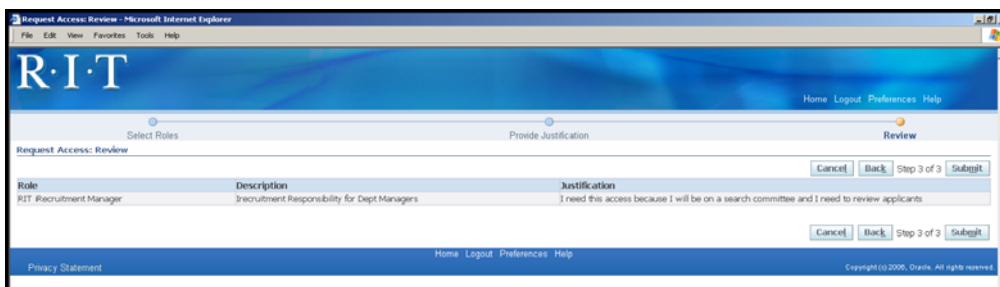


Click the Next button.

Enter a reason in the justification box



Click the Next button



Then click the submit button. After you click the SUBMIT button on the right, it will be submitted electronically for your supervisor to approve. Your supervisor will receive an email reminder to do the approval, or they can log in to Oracle and the notification will appear on their home page.

Once the supervisor approves the request, you should see the new responsibility in your list when you log in to Oracle.