Requesting Access to EPM

Complete the steps below to request access to EPM:

1) Using Firefox or Chrome, navigate to the following site, https://uta.service-now.com/selfservice.
2) Click on the Accounts & Access option.
3) Click on the Systems Access option.
4) Click on the link for the Request EPM Access/Unlock EPM Account form.
5) The form is displayed.
6) Under the Requested For section, your employee information will populate. Verify and correct if needed. You can also select a different employee if completing the form for someone else.
7) Under Request details, verify your email address and click on the Type of Request drop-down box and select Request Access.
8) In the If Requesting Access box, enter the Department(s) and Cost Center(s) to which you will need access.
9) Click the Submit button.
10) An email notification will be received when your EPM request is approved/denied.