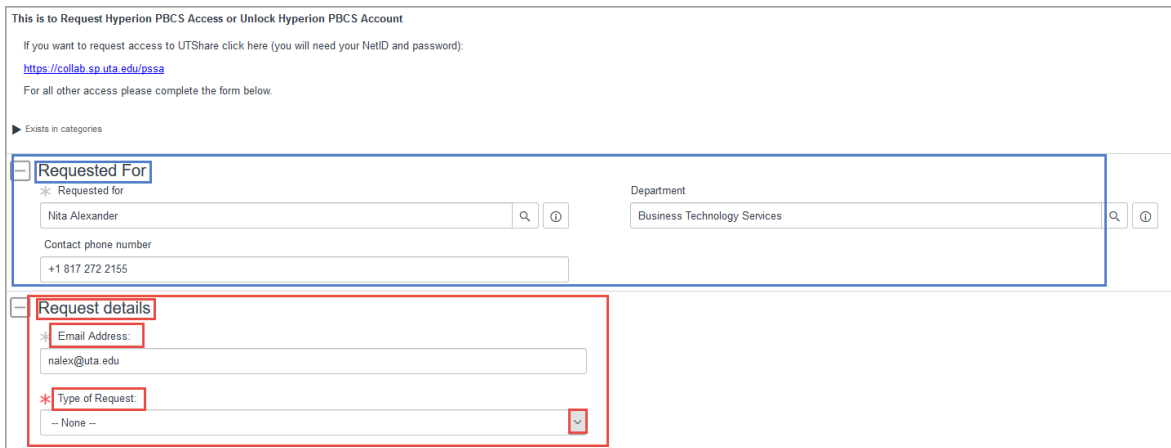


## Requesting Access to PBCS

### Complete the steps below to request access to PBCS:

- 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 PBCS Access/Unlock PBCS 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**.



This is to Request Hyperion PBCS Access or Unlock Hyperion PBCS Account

If you want to request access to UTShare click here (you will need your NetID and password):  
<https://collab.sp.uta.edu/pssa>

For all other access please complete the form below.

▶ Exists in categories

**Requested For**

\* Requested for  
 Nita Alexander

Department  
 Business Technology Services

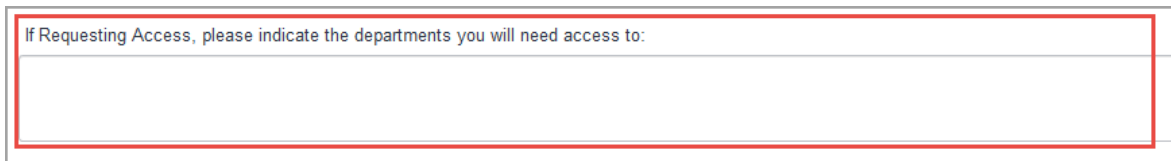
Contact phone number  
 +1 817 272 2155

**Request details**

\* Email Address:  
 nalex@uta.edu

\* Type of Request:  
 -- None --

- 8) In the **If Requesting Access** box, enter the Department(s) and Cost Center(s) to which you will need access.



If Requesting Access, please indicate the departments you will need access to:

- 9) Click the **Submit** button.
- 10) An email notification will be received when your PBCS request is approved/denied.