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](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**.

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 PBCS request is approved/denied.