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 Request Something option.

3) Under the Business Affairs section, select the Request Hyperion PBCS Access/Unlock Hyperion PBCS Account link.

4) The Request Hyperion PBCS Access/Unlock Hyperion PBCS Account form is displayed.
Complete the steps below to request access to PBCS:

5) Under the Requested For section, your employee information will populate. Verify and correct if needed.

6) Under Request details, verify your email address and click on the Type of Request drop-down box and select Request Access.

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

8) Click the Submit button.

9) An email notification will be received when your PBCS request is approved/denied.