How do I request or remove access to the Imaging System?

Tell Me

Before submitting the form, please make sure you have signed the University Confidentiality Agreement form, see this FAQ for more details.

1. To request access, click the link OneIT ImageNow Add/Remove Access Request
2. Login with your NinerNet credentials
   a. The online access request form will open in a browser window. Your 800# and name will be displayed

3. Enter UNC Charlotte ID or name (Last, First) of the person requesting access (or requiring removal) and click the TAB key
4. Enter in a brief description in the Reason for Request text box

5. Click on the drop-down list and select either Add Imaging Access or Remove Imaging Access
   a. If Add Imaging Access is selected, click the TAB key
      i. Select the security group(s) needed by the user
         1. If desired, you can select an existing Imaging user and copy those permissions using the Copy Access From will display.
            a. Enter the Copy User From imaging user’s 800# or name (Last Name, First Name) and press the TAB key.
               The user’s name and all the security groups associated with that user will display

Copy Access From:
2. To select each security group(s) individually
   a. Select the Category drop down list and select the appropriate Category (e.g. ITS, TAX, HR, PAY)
   b. Select the Security Group (e.g. ITS SGA External Viewer, GA FTR Approver, PAY Payroll Processor, or HR HRIS Supervisor) from the Access Group drop down list
      i. The Supervisor security access group has the ability to delete documents and approve access requests

<table>
<thead>
<tr>
<th>Category</th>
<th>Security Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose Category</td>
<td>Choose Access Group</td>
</tr>
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</table>

3. All Imaging users must verify that they have read and understand the Imaging PCI Compliance and Data Security procedures
   a. If Remove Imaging Access is select, click the TAB key
      i. Check the groups that access should be removed from in the Group Information: Remove Imaging Access section
   ii. Enter your initials beside By initialing and submitting this document, you are indicating that the person listed in the User Information section has read and understands the Data Security and PCI Compliance procedures and policies

6. Attach any supporting documentation
7. Click Submit Access Request to submit the form
8. Click the Start New Form button to clear and submit another form for access
9. Close the browser or tab to exit

Supervisor’s approval should be attached to request prior to clicking the Submit Access Request button.

The Category is an abbreviation of a department. For Example: HR=Human Resources; TCP=Travel and Complex Payments; AP=Accounts Payable; EC=eCommerce; FA=Financial Aid; REG=Registrar's Office; RED=Research and Economic Development; etc. The Security Groups have the same department abbreviations before the type of group.

<table>
<thead>
<tr>
<th>Security Group</th>
<th>Description</th>
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<tbody>
<tr>
<td>Scanning Profile</td>
<td>Allows users to scan based on their granted access</td>
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<tr>
<td>External Viewer</td>
<td>Grants users access to view only</td>
</tr>
<tr>
<td>Processor</td>
<td>Allows user to process documents within Perceptive Content (i.e. route forward, update custom properties, attach documents, etc.)</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Grants the same access as processor plus the ability to delete</td>
</tr>
<tr>
<td>Approver</td>
<td>Grants users access to approve or deny tasks</td>
</tr>
</tbody>
</table>

Related FAQs
- How do I approve or deny an imaging system task using a browser?
- How do I access imaging documents in workflow using Experience?
- How do I upload a document using Experience?
- How do I approve or deny an imaging system task using my mobile device?
- How do I search for imaging documents in Experience?