

Request for Privileges Web Application

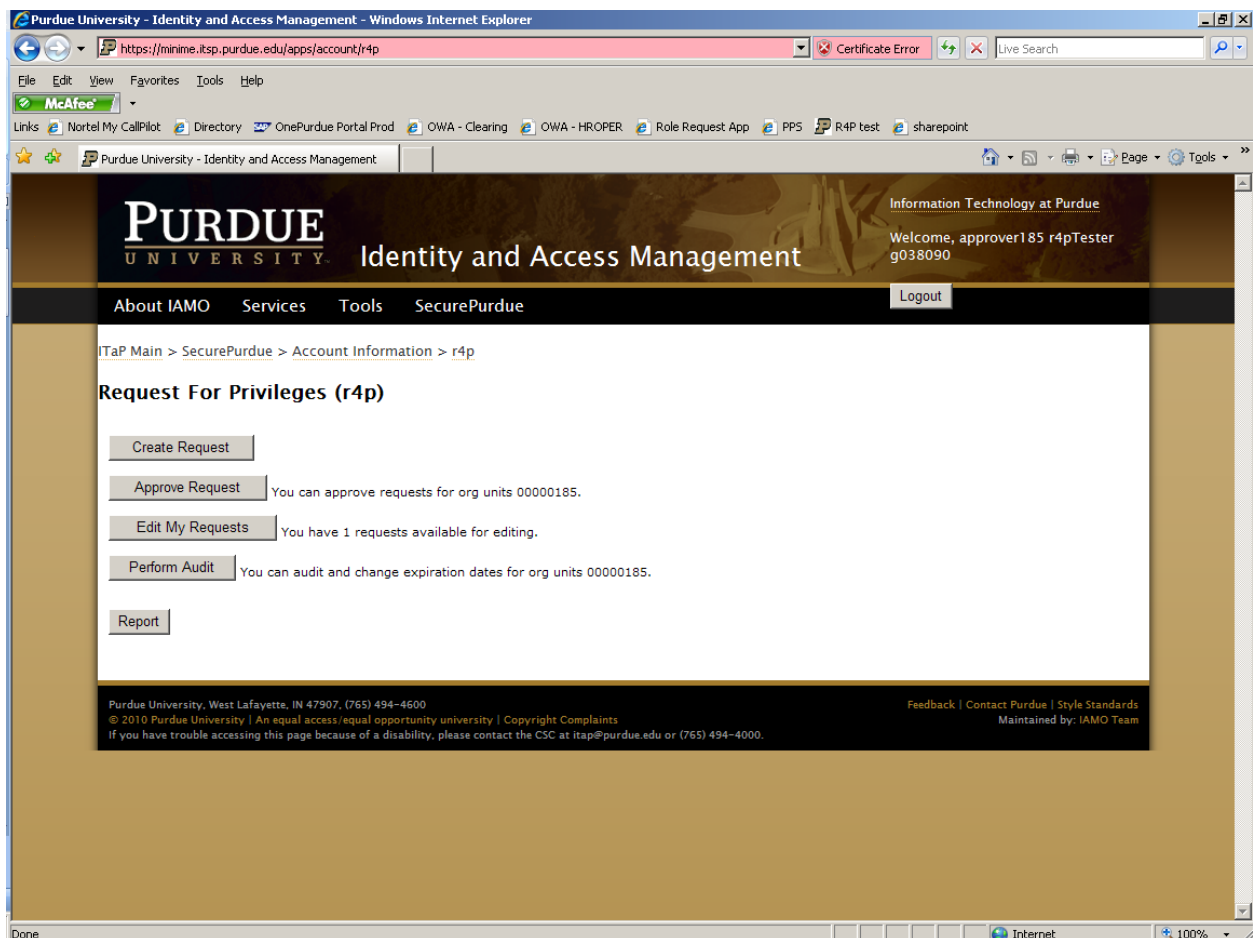
Instructions for Approvers

Below is the URL for the application

<https://www.purdue.edu/apps/account/r4p>

From here the user/approver can

- Create Request
- Approve Requests
- Edit Unapproved requests they submitted
- Perform Audits
- Run Reports



Create Request

Any employee (including approvers) can login to the system as a requestor - using their Purdue career account and can submit a request for any Organizational Unit.

Approvers can create requests – but **cannot** approve requests they submit.

- See [Requestor Instructions](#) for information on how to create and edit unapproved requests.

Approve Requests

When a request has been submitted an email will be sent to all approvers identified for the specific Organizational Unit.

Upon pressing the approve button a list of unapproved requests will appear.

If the approver has authorization for more than 1 Organizational Unit they will have a drop down list of all organizational units for which they approve that have items needing approval. Organizational units for which you have approval capabilities that do not have any items pending approval will not appear in the drop down box.

Purdue University - Identity and Access Management - Windows Internet Explorer

https://minime.itsp.purdue.edu/apps/account/r4p

File Edit View Favorites Tools Help

McAfee

Links Nortel My CallPilot Directory OnePurdue Portal Prod OWA - Clearing OWA - HROPER Role Request App PPS R4P test sharepoint

Purdue University - Identity and Access Management

Information Technology at Purdue

Welcome, allAccess r4pTester g038096

About IAMO Services Tools SecurePurdue Logout

ITaP Main > SecurePurdue > Account Information > r4p

Request For Privileges (r4p)

Org Unit

Vice President for Human Resources (00000292)

Requests awaiting your approval for org unit Vice President for Human Resources (00000292):

Req Id	Name	Puid	Login	Creator	Approver	Account Status	Org Unit	Action
50	Testie, Joe Q, Jr.	Assignment Pending	Assignment Pending	requestorOnly r4pTester g038088 (g038088)	Pending Approval	Pending Creation	00000292	Review
48	test, email	Assignment Pending	Assignment Pending	allAccess r4pTester g038096 (g038096)	Pending Approval	Pending Creation	00000292	Review
39	test, requestor ne	Assignment Pending	Assignment Pending	requestorOnly r4pTester g038088 (g038088)	Pending Approval	Pending Creation	00000292	Review

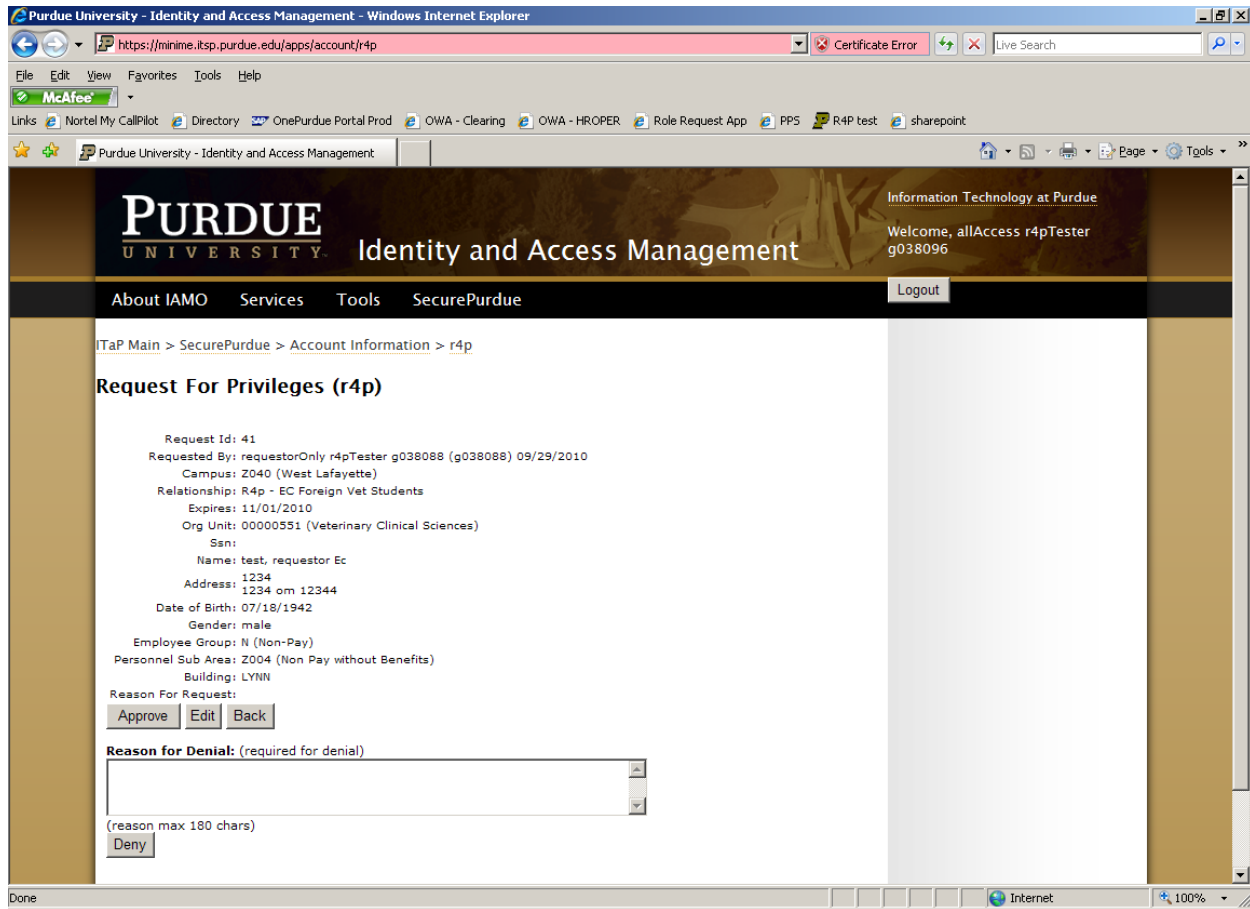
Back To Main Menu

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Done Internet 100%

Press the Review button for complete details on the request.



You have 4 choices

- **Approve** – this will approve the request
- **Edit** – You can edit some fields
 - **If a field that is not editable needs to be changed – the request should be denied and the requestor should re-submit with the correct information**
- **Back** – Takes you back to the main menu
- **Deny** – A reason must be provided – an email will be sent to the requestor with the denial reason. All denied requests will be deleted from the database

Requests entered and approved by 5:00 p.m. that do not hit suspense will have accounts established during the overnight processing.

Note: Emeritus Retiree status is established when HR receives notification from the Board of Trustees. Those requests will continue to be entered by HR staff but will be routed to the departmental approver for final approval.

Quarterly Audit

- See [Auditor Instructions](#) documentation.

Reports

R4p Reports

Available Reports:

Report Title	Report Description
Current Requests For Org Unit	Shows current requests entered by you and for any org unit(s) that you approve or audit. Org Unit: <input type="text"/> Run Report Get Report As Csv
Current Requests For Your Org Units	Shows current requests entered by you and for all orgunit(s) that you approve or audit. Run Report Get Report As Csv
R4p Approvers Per Org Unit	List r4p approvers per org unit Org Unit: <input type="text"/> Run Report Get Report As Csv
Requests Being Audited	Shows requests being audited for org units that you approve or audit. Run Report Get Report As Csv
Requests Expiring Within the Next 30 Days	Shows requests for your org unit(s) that will be expiring within the next 30 days. The test database can't tell 30 days, so it will show requests expiring this calendar year. Org Unit: <input type="text"/> Run Report Get Report As Csv
R4p Requests that have no expiration date	Shows requests for your org unit(s) that are open indefinitely (i.e. they do not have an expiration date). Org Unit: <input type="text"/> Run Report Get Report As Csv

Current Requests For Org Unit – this will return data for all requests that you have requested or are an approver or auditor for.

- Enter the Org Unit that you would like to see data for.
- Press **Run Report** or **Get Report as CSV**
- This returns a list of all active requests for that Org Unit.

Current Requests For Your Org Units – this will return data for all requests for all Org Units that you are an approver for.

- Press **Run Report** or **Get Report as CSV**
- This returns a list of all active requests for all Org Units you approve for.

R4p Approvers Per Org Unit – this will return all approvers for the specified organizational unit.

- Enter the Org Unit that you would like to see data for.
- Press **Run Report** or **Get Report as CSV**
- This returns a list of all approvers for that Org Unit.

Requests Being Audited – this will give you data for all requests that an audit is required for during the quarterly audit process.

- Press **Run Report or Get Report as CSV**
- This returns a list of all requests up for audit.

Requests Expiring Within the Next 30 Days – this will return data for all requests that are expiring in the next 30 days for organizational Units you are an approver or auditor for.

- Enter the Org Unit that you would like to see data for.
- Press **Run Report or Get Report as CSV**
- This returns a list of all approvers for that Org Unit.

R4p Requests that have no expiration date - this will return data for all requests that have no expiration date for organizational Units you are an approver or auditor for.

- Enter the Org Unit that you would like to see data for.
- Press **Run Report or Get Report as CSV**
- This returns a list of all approvers for that Org Unit.