

Request for Privileges Web Application

Instructions for Requestors

Any employee can login to the system as a requestor - using their Purdue career account.

Below is the URL for the application

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

From here the user can

- Create Request
- Edit Unapproved Requests
- Run Reports

Create Request

The screenshot shows the Purdue Identity and Access Management (IAMO) web application interface. At the top, the Purdue University logo is on the left, and the text "Information Technology at Purdue" and "Welcome, requestorOnly r4pTester g038088" is on the right. Below the logo, the text "Identity and Access Management" is displayed. A navigation bar contains links for "About IAMO", "Services", "Tools", "SecurePurdue", and a "Logout" button. Below the navigation bar, the breadcrumb trail reads "TaP Main > SecurePurdue > Account Information > r4p". The main content area is titled "Request For Privileges (r4p)" and contains three buttons: "Create Request", "Edit My Requests" (with a tooltip indicating "You have 6 requests available for editing."), and "Reports". At the bottom of the page, there is a footer with contact information for Purdue University, copyright notices, and a note about accessibility.

To create a new request – press the “**Create Request**” button.

Request For Privileges (r4p)

New Request

Campus:	<input type="text" value="Please select a campus"/>
Relationship:	<input type="text" value="Please select a relationship"/>
Expires:	<input type="text" value="(mm/dd/yyyy)"/>
Org Unit:	<input type="text" value="Please select a campus first"/>
Ssn:	<input type="text" value="(###-##-#### or #####)"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Name Suffix:	<input type="text" value="(Jr., Sr., III)"/>
Street Address:	<input type="text" value="(street address max 230 chars)"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text" value="(5 digits only)"/>
Date of Birth:	<input type="text" value="(mm/dd/yyyy)"/>
Gender:	<input type="text" value="unspecified"/>
Employee Group:	<input type="text" value="Please select an employee group"/>
Personnel Sub Area:	<input type="text" value="Please select a personnel sub area"/>
Building:	<input type="text" value="(please use code, for example YONG, max 6 chars)"/>
Reason for Request:	<input type="text" value="(reason max 180 chars)"/>

The following fields are required for all relationship types.

- Campus
- Relationship
- Org Unit
- Last Name
- First Name
- Street Address
- City
- State
- Zip
- Date of Birth

- **Gender**
- **Employee Group**
- **Personnel Sub Area**
- **Building**

Social Security Number (**SSN**) is required for the following relationships.

- FE – Future Employee
- NT – New Hire Temp

Expires is required for the following relationship (expire date can be no greater than 5 years in the future)

- NE – Non Employee
- VS – Visiting Student
- EC – Foreign Vet Students

Reason for Request is required for the following Relationship

- NE – Non Employee

Depending on the relationship selected some fields may be pre-populated and not editable.

Upon completion of all required fields press the “Save” button.

To go back to the main menu without saving press the “Back” button

Special Instructions for Visiting Scholars

- Choose Relationship type of FE – Future Employee
- A Visiting Scholar checkbox will appear at the bottom of the web page
- Place a check in the box if the request is for a Visiting Scholar

Editing Unapproved Requests

Requestors have the ability to edit or delete unapproved requests.

[TaP Main](#) > [SecurePurdue](#) > [Account Information](#) > [r4p](#)

Request For Privileges (r4p)

[Create Request](#)

[Edit My Requests](#)

You have 6 requests available for editing.

[Reports](#)

If the requestor has any unapproved requests – they will see the “**Edit My Requests**” button and a message telling them how many unapproved requests they have.

Upon pressing the “**Edit My Requests**” button they will receive a list of all unapproved requests that they have submitted.

There will be a drop down box that contains data for each Org Unit that the requestor has submitted items for. Choose the appropriate Org Unit to see requests.

[ITaP Main](#) > [SecurePurdue](#) > [Account Information](#) > [r4p](#)

Request For Privileges (r4p)

Org Unit

Veterinary Clinical Sciences (00000551)

Requests you have created that are available for edit for org unit Veterinary Clinical Sciences (00000551):

Req Id	Name	Puid	Login	Creator	Approver	Account Status	Org Unit	Action
47	Testing, October 19	Assignment Pending	Assignment Pending	requestorOnly r4pTester g038088 (g038088)	Denied by Donna J Foley (djf)	Pending Creation	00000292	Edit
41	test, requestor Ec	Assignment Pending	Assignment Pending	requestorOnly r4pTester g038088 (g038088)	Pending Approval	Pending Creation	00000551	Edit
38	test, requestor fe	0040100017	yyy18	requestorOnly r4pTester g038088 (g038088)	approveAuditAllFrom292PlusSuspense r4pTester g038092 (g038092)	Available	00000292	Edit
37	test, requestor fe	Assignment Pending	Assignment Pending	requestorOnly r4pTester g038088 (g038088)	Pending Approval	Pending Creation	00000292	Edit
36	Employee, Non	0040100015	yyy16	requestorOnly r4pTester g038088 (g038088)	approveAuditAllFrom292PlusSuspense r4pTester g038092 (g038092)	Available	00000292	Edit
35	Round 5, testing R4P	0040100020	yyy21	requestorOnly r4pTester g038088 (g038088)	allAccess r4pTester g038096 (g038096)	Available	00000292	Edit

[Back To Main Menu](#)

To go back to the main menu – press the “**Back to Main Menu**” button

At this point if any changes need to be made to what was submitted they can press the “**Edit**” button at the end of the request.

This will take you back into the request and changes can be made.

You have the following choices

- **Save** – This will save any changes made
- **Delete** – This request will be deleted
- **Back** – Takes you back to the Main Menu (will not save changes)

Reports

As a requestor there are 3 reports you can run.

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

[Back To Main Menu](#)

Current Requests For Org 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 active requests for that Org Unit.

Current Requests For Your Org Units

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

R4p Approvers Per Org 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.