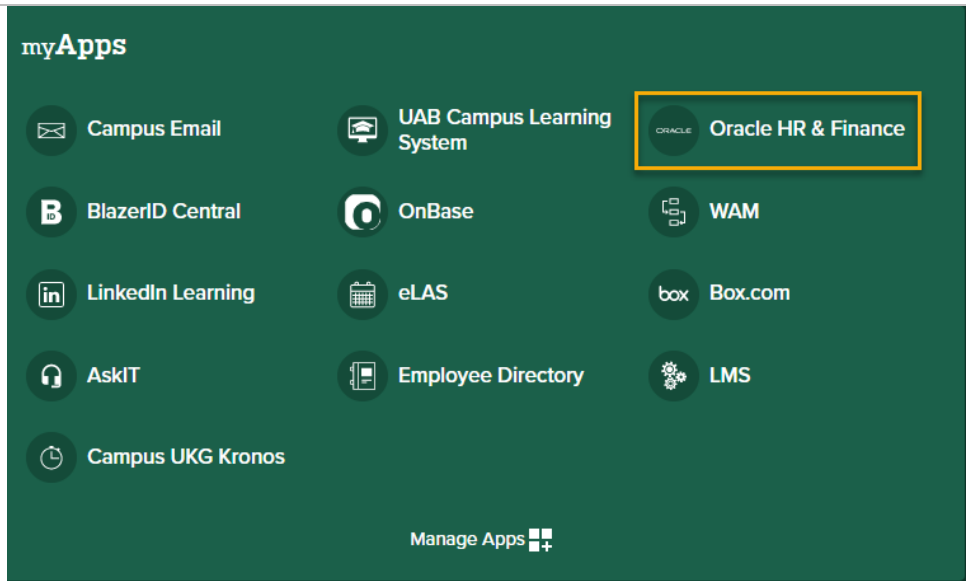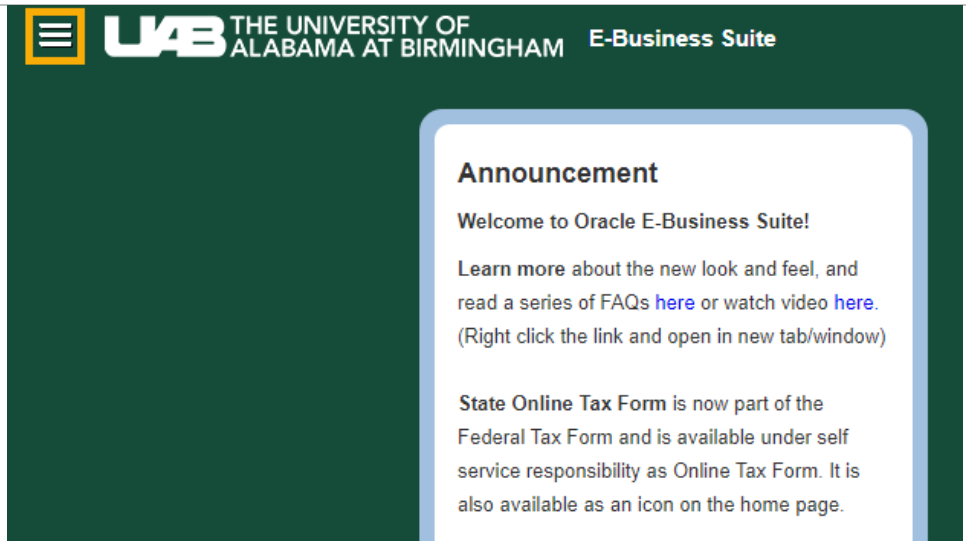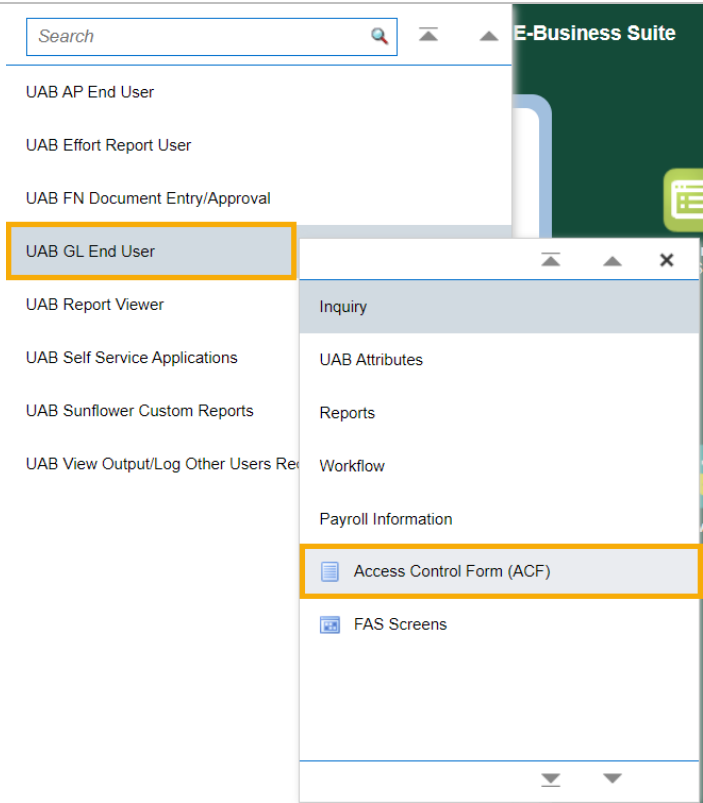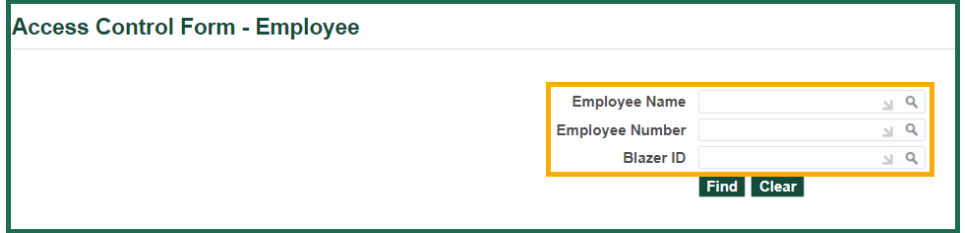|	
Log in to **Oracle HR & Finance** • Go to **myUAB** • Locate and click **Oracle HR and Finance**	
Open the **Oracle Navigator** • Click on the **3-lined "Hamburger"** icon in the top left corner	
The **Access Control Form (ACF)** is accessible from the following responsibilities	

Navigate to **Access Control Form** • Select **Responsibility** • Select **Access Control Form (ACF)**	Search ⌕ ⌃ ⌃ E-Business Suite UAB AP End User UAB Effort Report User UAB FN Document Entry/Approval **UAB GL End User** UAB Report Viewer UAB Self Service Applications UAB Sunflower Custom Reports UAB View Output/Log Other Users Rec ⌃ ⌃ ✕ Inquiry UAB Attributes Reports Workflow Payroll Information 📄 **Access Control Form (ACF)** 🖼 FAS Screens ⌄ ⌄
Enter Employee name, Employee Number or Blazer ID to **search employee**	**Access Control Form - Employee** Employee Name ⌕ Employee Number ⌕ Blazer ID ⌕ **Find** **Clear**
Click on **Find** button	**Access Control Form - Employee** Employee Name ⌕ Employee Number ⌕ Blazer ID ⌕ **Find** Clear
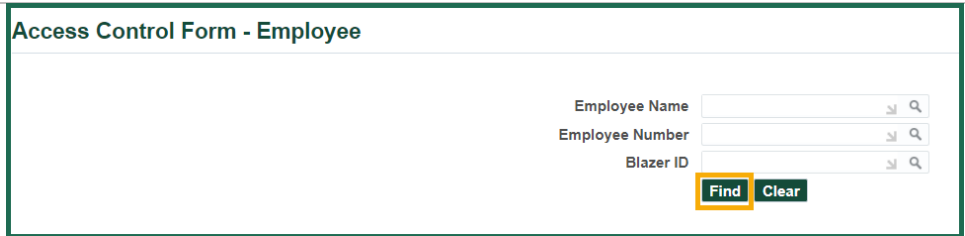
Click on the **Finance** tab	HR Finance History **Finance Responsibility Details** **Current Responsibilities** | ☐	**Responsibililty Name**	**Start Date**	**End Date**	**Org**
---	---	---	---	---
☐	UAB FN Document Entry/Approval	05-Apr-2023	31-Dec-4712	
☐	UAB AP End User	05-Apr-2023	31-Dec-4712	
☐	UAB Sunflower Custom Reports	05-Apr-2023	31-Dec-4712		
Click on the **Down Arrow** in the Requested Changes region	Save Submit **Requested Changes** | ☐	**Responsibility Name**	**Start Date**	**End Date**	**Org**
---	---	---	---	---
☐				
☐				
☐					 ⌄ Add Row Delete
Select **UAB TEL Campus Kronos** Click on the **Add Row** button	Save Submit UAB AP End User UAB GA End User UAB FN Document Entry/Approval UAB Requisition Input UAB Sunflower Custom Reports UAB OnBase FN Campus Access UAB GL End User UAB TEL Campus Kronos Add Row Delete
Responsibility is moved to the **Requested Changes** region - The **Start date** defaults to date of request - Click on the **Org** icon to open Range selection box	**Requested Changes** | ☐	**Responsibility Name**	**Start Date**	**End Date**	**Org**
---	---	---	---	---
☐	UAB TEL Campus Kronos-	07-Jun-2023		
☐				
☐					 ⌄ Add Row Delete

Check the **Org Range** box • Click on the **Down-Arrow** • Select **More**	Org Range - UAB TEL Campus Kronos ☑ **From Organization** **To Organization** **Disable** ☑ ☐ ⌄ **Add** **Delete** **More...**
Enter the **Org Range** • Click **Go**	✕ **Search** To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By Org Range ⌄ 113 **Go** **Results** **Select** **Quick Select** **Org Range** **Org Name** No search conducted. **Cancel** **Select**
Click on the appropriate **Radio** button to make an org range selection	**Search** To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By Org Range ⌄ 113 **Go** **Results** **Select** **Quick Select** **Org Range** **Org Name** ○ 113000000-113009999 Office Of Uab Chief Financial Officer ○ 113000000-113999999 Uab Chief Financial Officer ○ 113000010-113000010 Financial Affairs Training ○ 113001000-113001099 Financial Systems
Click the **Select** button	○ 113607000-113607099 Fa-Operations Center ○ 113700000-113709999 Exec Dir Procurement Office ○ 113701000-113701099 Accounts Payable ○ 113705000-113705099 University Purchasing **Cancel** **Select**
Click the **Add** button to add the Org range	Org Range - UAB TEL Campus Kronos ☑ **From Organization** **To Organization** **Disable** ☑ ☐ 113000010-113000010-Financial Affairs Training ⌄ **Add** **Delete**

To assign an additional Org click the **Down Arrow**
- Select **More**
- Repeat the previous steps

Org Range - UAB TEL Campus Kronos

	From Organization	To Organization	Disable
☐	113000010	113000010	☐
			☐

113000010-113000010-Financial Affairs Training
More...

Add Delete

Click on the **Submit** button in the center of the Finance ACF Document

Note: The ACF form must be completed before another FN ACF document can be submitted

Save **Submit**

Requested Changes

Start Date	End Date	Org		Responsibility Name	Start Date
			☐		
			☐		

A finance **Document Number** will pre-populate

Note: The Finance Document Number will be required to track the status of the document

Job

Assg Category

Employee Status

Organization

Current Documents
Finance :510390

HR **Finance** History

Finance Responsibility Details

Document Number 510390 is in status INPROCESS

The **Action Log** will show the status of the FN ACF document in the workflow

Note: The requestor of the document will receive an email approval notification once the document has been completed

The **Action Log** will look similar to this image.