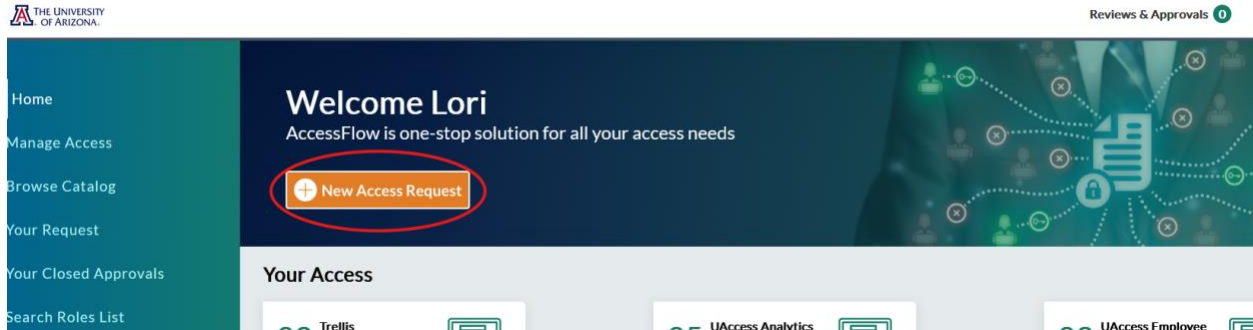


# Requesting Access to Coursedog for Academic Program Changes

1. Go to: <https://uarizona.service-now.com/accessflow>
2. Click on the orange button for “New Access Request”



3. Search for your name using your name or NETID and select your name.
4. Using the dropdown, select the appropriate APL approver who is associated with your department.

The screenshot shows the 'What do you want to do?' form. At the top, there are two buttons: 'Add / Modify' (blue with a plus icon) and 'Remove' (red with a minus icon). Below these are three input fields: 'Add Access for (Select users) \*' with a placeholder 'Search users here' and a red arrow pointing to it; 'Access Starts on' with the date '2026-04-24'; and 'Access Ends on' with the date '2125-04-24'. At the bottom, there is a 'Select APL Approver \*' dropdown menu with the placeholder 'Select APL Approver'.

5. Under Set Permissions for Above Users
  1. Select Category – “Coursedog”
  2. What Access Required – “Academic Program Management”
  3. Permission – “Program Requester”
  4. In the Business Justification box, you will need to write why you need the permission (include your role, the departments you need access to submit for, etc.). *Please do not include course prefixes or program plan codes.*
  5. Then click submit.
6. Your provisioning request will then route to UITS Security then to the role steward for review and approval. Once you’ve been given access, you will get a notification that your access request has been complete.