

## Requesting **PARIS** Prior Underpayment Adjustment (PUA) Access – Unit Security Contact Role

The Unit Security Contact must request **PARIS** Prior Underpayment Adjustment (PUA) access for an end user through the **AITIS Security Application**. **PARIS** PUA security profiles are only available if the end user has completed the required training courses: [PARIS Overview](#) and [PARIS Prior Underpayment Adjustments](#).

Follow these steps to request the **PARIS** PUA security profiles.

Step	Task
1.	Log in to <b>AITIS Security Application</b> at <a href="https://webprod.admin.uillinois.edu/secapp/index.html">https://webprod.admin.uillinois.edu/secapp/index.html</a> .
2.	Click the <b>Initiate Request</b> link.
3.	Select your campus from the <b>Campus</b> menu under <b>USC Department Information</b> .
4.	Select your college and department from the <b>College/Department</b> menu.
5.	Select your physical campus from the <b>Physical Campus</b> menu.
6.	Enter the employee's UIN in the <b>UIN</b> field under <b>Account Owner Information</b> .
7.	Click the <b>Retrieve</b> button.
8.	Review the verification statements and select the appropriate checkboxes: <ul style="list-style-type: none"> <li>• Yes, I have confirmed the department has a signed copy of the Information Security Compliance Form on file.</li> <li>• I have reviewed and updated all Security Collection Information requested herein. I have shared and received approval from my Campus Unit Head, or his/her designee to provide this information to AITS Security and/or the authorizers.</li> <li>• Account Owners must receive training before using any portion of the UI-Integrate system. If requesting access to the UI-Integrate system, please acknowledge that the Account Owner has received the appropriate training by selecting the checkbox.</li> </ul>
9.	Enter the supervisor's name in the <b>Supervisor Name</b> field.
10.	Click the <b>Continue</b> button.
11.	Click the <b>PARIS</b> tab or link.
12.	Select the campus link for the end user's campus. <ul style="list-style-type: none"> <li>• <b>Chicago PARIS</b></li> <li>• <b>Springfield PARIS</b></li> <li>• <b>Urbana PARIS</b></li> </ul>
13.	Select <b>Add</b> from the <b>Action</b> menu if the <b>Current Access</b> check box is cleared. <b>OR</b> Select <b>Update</b> from the <b>Action</b> menu if the <b>Current Access</b> check box is selected.
14.	Click the <b>PARIS Selections Request Reasons</b> link in the <b>Settings</b> column.

Step	Task
15.	<p>Select the appropriate profile from the menu in the last row of the <b>PARIS Profile</b> column. The PUA profiles are:</p> <ul style="list-style-type: none"> <li>• C Dept Adj Initiator</li> <li>• C Dept Adj Reviewer</li> <li>• S Dept Adj Initiator</li> <li>• S Dept Adj Reviewer</li> <li>• U Dept Adj Initiator</li> <li>• U Dept Adj Reviewer</li> </ul> <p><b>NOTE:</b> Dept Adj Reviewer access does not automatically grant Dept Adj Initiator access. You must select both profiles if the individual will have both roles.</p>
16.	Select the COA from the <b>Chart of Accounts</b> menu.
17.	Select the campus from the <b>Campus</b> menu.
18.	Select the college from the <b>College</b> menu.
19.	<p>Select the department from the <b>Department</b> menu.</p> <p><b>NOTE:</b> If an end user needs security access to multiple departments or organizations within a department, you must request separate security profiles for the role, departments and organizations.</p>
20.	<p>Select the organization from the <b>Organization</b> menu.</p> <p><b>NOTE:</b> If an end user needs security access to multiple departments or organizations within a department, you must request separate security profiles for the role, departments and organizations.</p>
21.	Select <b>Add</b> from the <b>Action</b> menu.
22.	Click the <b>Save</b> button.
23.	Click on the <b>View/Submit Request</b> tab.
24.	Review your selections.
25.	Click the <b>Submit</b> button.