

### ***Request Illinois Contract System (iCS) Access***

The Unit Security Contact (USC) requests access to iCS.

1.	Access the <b>Security Application (SECAPP)</b>
2.	Click <b>Initiate Request</b> link
3.	Enter the employee's <b>EnterpriseID</b> or <b>UIN</b>
4.	Click the <b>Retrieve</b> command
5.	button Check the boxes for: <ul style="list-style-type: none"> <li>✓ Yes, I have confirmed the department has signed a 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/he designee to provide this information to AITS Security and/or the authorizers.</li> </ul>
6.	Fill in the <b>Requestor/Supervisor</b> name
7.	Click the <b>Continue</b> command button
8.	Click the <b>Contract Mgt</b> tab at the top of the page <ul style="list-style-type: none"> <li>• Not all Increments may be available to you based on the Chart/Organizations that you have access to as a USC</li> </ul>
9.	Click the appropriate <b>Chart/Campus Profiles</b> menu link (UA, UIC, UIS, UIUC General Users options)
10.	Select the desired Profile Name and click the drop-down 'Action'; select <b>Add</b>
11.	Click the ' <b>Organization Access</b> ' link under the Settings heading
12.	Enter the requested <b>Chart of Accounts and Department</b> appropriate for the user
13.	Click the <b>Save</b> command button
14.	Click the <b>View/Submit Request</b> command button; review the request for accuracy
15.	Click the <b>Submit</b> command button
16.	Note the <b>Request Submitted</b> confirmation screen