

## Request System Access

The Unit Security Contact (USC) grants access to the TEM system.

Step	Task
1.	Navigate to the Security Application (SECAPP): <a href="https://webprod.admin.uillinois.edu/secapp/ui_security_application.jsp">https://webprod.admin.uillinois.edu/secapp/ui_security_application.jsp</a> .
2.	Click <b>Initiate Request</b> link.
3.	Enter the employee's <b>EnterpriseID</b> or <b>University Identification Number (UIN)</b> .
4.	Click the <b>Retrieve</b> button.
5.	Select the check 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.	Enter the <b>Requestor/Supervisor</b> name.
7.	Click the <b>Continue</b> button.
8.	Click the <b>TEM</b> tab at the top of the page. <ul style="list-style-type: none"> <li>• Note the reminder message to complete the required TEM setup before requesting access.</li> <li>• Based on the Chart/Organization, not all Increments may be available.</li> </ul>
9.	Click the <b>Required TEM Setup</b> link.
10.	Select <b>Add</b> from the menu.
11.	Click the <b>TEM Selections</b> link.
12.	Enter the <b>User Manager's UIN</b> .
13.	Select the <b>User Headquarters</b> from the menu.
14.	Click the <b>Save</b> button.
15.	Select the appropriate <b>Increment</b> for your unit. <ul style="list-style-type: none"> <li>• General Users do not have Special Compliance requirements.</li> <li>• Special Compliance requires additional steps.</li> </ul>

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16.	Select <b>Add</b> from the menu.
17.	Click the <b>Save</b> button.
18.	Click the <b>View/Submit Request</b> button, and review the request for accuracy.
19.	Click the <b>Submit</b> button, and note the Request Submitted confirmation screen.