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:

UAB HR Officer > Access Control Form
UAB GA End User > Access Control Form
UAB GL End User > Access Control Form
Navigate to **Access Control Form**
- Select **Responsibility**
- Select **Access Control Form (ACF)**

Enter Employee name, Employee Number or Blazer ID to search employee

Click on **Find** button
Click on the Finance tab

![Finance Responsibility Details](image)

Click on the Down Arrow in the Requested Changes region

![Requested Changes](image)

Select UAB TEL Campus Kronos
- Click on the Add Row button

![Select UAB TEL Campus Kronos](image)

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](image)
Check the **Org Range** box
- Click on the Down-Arrow
- Select More

Enter the **Org Range**
- Click Go

Click on the appropriate **Radio** button to make an org range selection

Click the **Select** button

Click the **Add** button to add the Org range
To assign an additional Org click the **Down Arrow**
- Select **More**
- Repeat the previous steps

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

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

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

**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.

![Finance Responsibility Details](image-url)

![Select Document Type and/or Number](image-url)