Checklist for Adding/Changing PPS Officer in DRS System

This resource is designed to provide a basic checklist for add or changing PPS Officer in DRS System. If more detailed instructions are needed please use the How Do I guide: Get PPS Officer Approval Access in DRS System.

1. Current user of FIS Web Applications? (Users with “Normal” access will be able to view only)
   a. Yes—Login at https://accounting.ucdavis.edu/tp
   b. No—Use Web Role Maintenance Document to get access
      ii. To approve you’ll need RO access
      iii. Approval usually updated overnight

2. Send email to Chris Marken at clmarken@ucdavis.edu to request website update and administrative update in DRS to allow officer to approve structures

Notes:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________