

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
 - i. Access **Web Documents** at <https://accounting.ucdavis.edu/tp>
 - 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:
