



Request Workday/Aurion Access

Please note. Inactivity for 5 minutes will result in Workday automatically logging out. Ensure you are connected to the UQ network when accessing Workday remotely.

Use this guide for instructions on how to request access to Workday / Aurion

A Manager identifies the need to request access for one of their Employee's and consults with HR / the relevant team for quidance and / or approval.

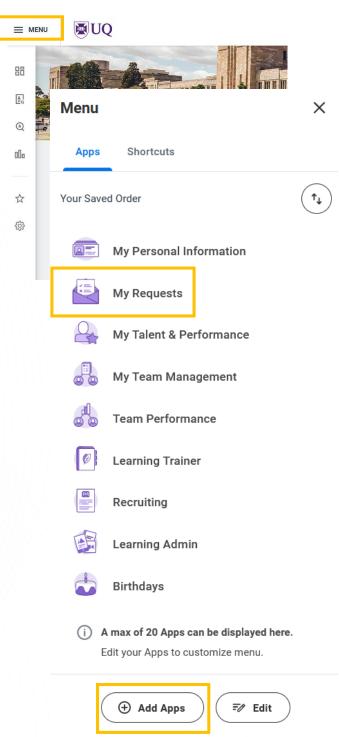
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Navigate to the *Menu* button on the top left side of the page.

Click Menu

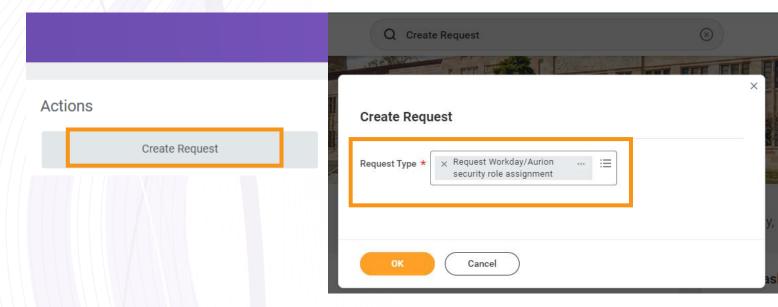
Select My Requests

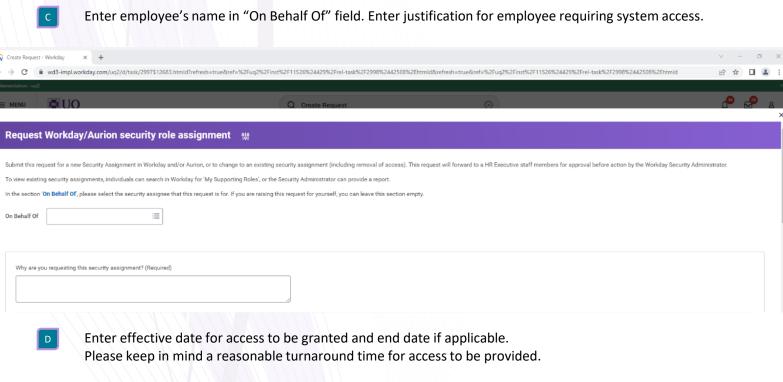
If you cannot see this option — click Add Apps at the bottom on this Menu and select My Requests

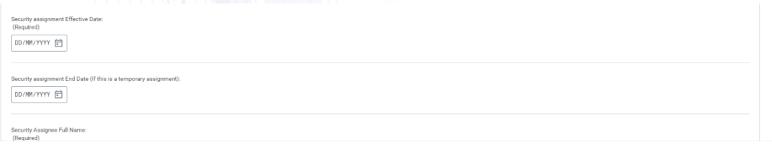




Click Create Request and select Request Workday/Aurion security role assignment













Enter in your details for Security Assignee Full Name, Security Assignee UQ User Name, Security Assignee Position Title and if your employee already access to other systems.

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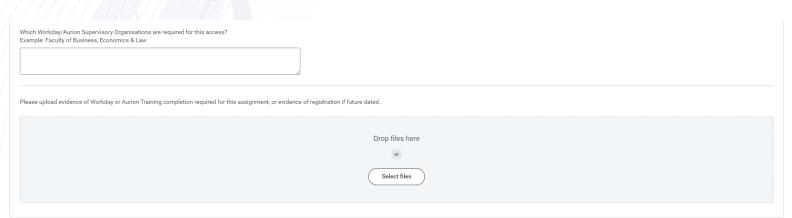




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Enter in appropriate Supervisory Organisations and upload any required supporting document as applicable.

Click Submit to complete.





Save for Later

Cancel