**Hyperion – Request for Production Access**

1. Go to the myUTRGV website at the following link: <https://my.utrgv.edu/home>
2. Log in using your UTRGV user ID and password.
3. Click on “**IT Support Center**”.



1. Select “**Get Access!**”



1. Click on the “Request Access” button.



1. The Requestor field will default to your name. If you are submitting for someone else, then type in their name.



1. Select “**Departmental**” under Category.



1. Select “**Hyperion**” under Resource and select either “**Dept User**” for department budget updates or “**Dept Manager**” for the divisional level updates and review capability under Application Role.



1. List all departments you need access to update under Description. Please specify department number and name (e.g. 703000: Community Relations) then click on “**Request**”.
2. If successful you will receive two emails, “**TDX Service Request Created**” and “**TDX Workflow Step Assignment (EULA Agreement)**”. The first email is informational only, to let you know that your access request was submitted. On the second email, click on the “**EULA Agreement Workflow Step**” link and then click on “**Yes**” to approve.





**APPROVAL PROCESS:**

1. Once successfully submitted, your request will be routed to your supervisor for approval.
2. After supervisor approval, the request is routed to the Hyperion Administrator/BA for approval.
3. After Hyperion Administrator/BA approval, request is routed to Hyperion Data Owner for approval.
4. After Hyperion Data Owner approval, the request is routed to the Access Admin Coordinator for approval.
5. You will receive a confirmation e-mail once your access has been completely approved and created in Hyperion.