

How to Request Access to GSTS

The following instructions walk through how to request access to GSTS online. If anyone has questions about the UW_GS_AA_PROGRAM role please reach out to Maddie Sena (msena@wisc.edu).

1. Go to [Security Authorizations Access Request](#)
2. Fill in the form as follows:
 1. *Requesting access to which system*: select “**SIS**” (not SIS w/ Imaging (Graduate) or SIS w/ Imaging (Undergrad))
 2. *What type of access request*: select “**Add**”
 3. *Employee That Needs Access*: Fill in your information
 4. *Manager/Supervisor*: Fill in your manager/supervisor’s information
 5. *Authorization Form Assistant*: Fill in as instructed
 6. *Additional Information*: Copy and paste the following –
(Add) UW_GS_AA_PROGRAM (Note: this role will have to be written in, it is not one of the standard options)
3. Submit!