Access to certain Oracle responsibilities is self-requested online from the main Navigation page after logging into Oracle. All regular employees can request access to various Oracle Self-Serve responsibilities.

1. Log into Oracle [https://myinfo.rit.edu](https://myinfo.rit.edu)
2. From the Main Navigation Page, select Preferences
3. From the General Preferences page, select Access Request
4. From the Access Requests Page, select Request Access
From the Select Roles Page – select the name of the responsibility for which you are requesting access. For this particular Kronos function, select **RIT On-Line Payroll Change Requests**. Click *Next*. (Please note: it may not be the first item in your list or even in the first page of choices)

5. From the Provide justification screen - Provide a brief statement (30 characters max) for your request: *Student employee supervisor requesting this Kronos access*. This statement will be included in the Approval Notification to your supervisor. Click on *Next*.

6. Review for accuracy. Click on *Submit*.

7. The new request now is listed as Pending on the Access requests screen. Once approved by your supervisor, you will see the new access when you log into Oracle.