



SCHOOL DISTRICT OF PHILADELPHIA SYSTEMS ADMINISTRATION UNIT

REQUESTING PERSONAL PROPERTY ACCESS FOR THE ADVANTAGE SYSTEM

1. Launch the Technology Request Application.

To access the application, open a Web Browser and go to the School Districts website - www.philasd.org. Log onto the Master Login with a valid School District e-mail user ID and e-mail password. Select "Launch".

A screenshot of the "Technology Access Request" form. The form has a title "Technology Access Request" at the top. Below the title is a list of checkboxes with labels: "IT FORMS" (checked), and three other unlabeled checkboxes. Below the list are three buttons: "Launch", "About", and "Help". The "IT FORMS" checkbox and its label are highlighted with a red box.

2. Select "ADVANTAGE (for access to HR/Payroll, Finance or Web Reports in the ADVANTAGE system)" from the Create a New Request window, then select the "Create" button.

A screenshot of the "What would you like to do?" form. The form has two main sections: "Create a New Access Request:" and "Find a Request:". The "Create a New Access Request:" section has a sub-section "(select that apply)" with three checkboxes: "School Computer Network (SCN)", "ADVANTAGE (for access to HR/Payroll, Finance or Web Reports in the ADVANTAGE system)", and "Mainframe (for access to systems other than ADVANTAGE)". The "ADVANTAGE" checkbox is checked and circled in red. Below the checkboxes is a "Create" button. The "Find a Request:" section has a text input field labeled "Enter the Request ID:" and a magnifying glass icon.



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3. On the ADVANTAGE Security Request Form confirm the auto filled information is correct, then complete the following fields:

- Telephone Number
- Mother's Maiden Name
- Advantage ID (Leave blank if no prior ADVANTAGE experience)
- Access Duration

ADVANTAGE Security Request Form

Name: JOHN DOE
Title: Not Available
E-mail: jdoe@philasd.org
Employee ID: 0000012345
Home School/Location: 9520 - SYSTEMS ADMINISTRATION UNIT
Telephone number:
Mother's Maiden Name:
Advantage ID:
* If this is a new request, please leave blank

I have an existing Advantage ID and would like access to an additional location.

Access Duration: Permanent Temporary End Date:

Select the location to which you desire access and then click the arrow to specify the access required:
 

Justification/Explanation: Pattern request after another user
(optional)
Provide name and Advantage ID of person that security access should be modeled after (OPTIONAL).
Name:
Advantage ID:

By submitting the online request, I am aware that the School District's policies and procedures mandate that while using the Advantage system, Advantage user ID and password are not to be shared amongst users. The information obtained from the Advantage system is confidential and should only be used for official School District business.

4. Select the desired ADVANTAGE access by clicking on the green arrow next to the Home Organization.

- If the ADVANTAGE access is for an Organization other than the Employees home organization, choose the correct location from the drop-down menu.



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5. Enter the full name of the Principal / Department Head as well as their full e-mail address on the Desired Access window.
6. Select the radio button for the desired ADVANTAGE Access under either “HR/ Payroll Access” and/or “Finance Access”. The Explanation section is optional space for access notes to SAU.
 - For Personal Property access only, select “Personal Property”.
7. Select “Submit” to return to the Security Request Form.

Select Your Desired Access

Requests require approval from the Department Head (Administrator) of the Agency/Organization to which you are requesting access. Please provide a justification for access. Note: You cannot approve your own requests.

Location: 9520 - SYSTEMS ADMINISTRATION UNIT

Dept. Head Admin:

Dept. Head Admin E-mail: Example: someone@philasd.org

Select desired access options:

HR/Payroll Access Options	Finance Access Options	Web Reports Access Options
<input type="radio"/> Enter payroll <input type="radio"/> Approve payroll <input type="radio"/> Other access	<input type="radio"/> Enter orders/payments <input type="radio"/> Approve orders/payments <input type="radio"/> Personal Property <input type="radio"/> Other access	<i>Access to Advantage Reports is granted automatically when requesting access to Advantage Finance or HR/Payroll systems.</i> <input type="checkbox"/> Finance <input type="checkbox"/> HR/Payroll <input type="checkbox"/> Personal Property
Explanation: <input type="text"/>	Explanation: <input type="text"/>	Explanation: <input type="text"/>

NOTE: Access to Advantage Reports is granted automatically when requesting access to Advantage Finance, HR and Payroll systems.



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8. Check the box next to the disclaimer at the bottom of the screen, and then select "Submit".
 - After submitting the request a confirmation will be displayed on the screen as well as e-mailed to the requestor.
 - The confirmation number will also be e-mailed to the Administrator on the form for review and approval. After the approval is applied, SAU will receive the request to be reviewed and processed.
 - Users will be notified via e-mail that the request was processed or the request was denied. If denied, there will be an explanation why the request was denied and directions on how to rectify the issue.

ADVANTAGE Security Request Form

Name:	JOHN DOE
Title:	Not Available
E-mail:	jdoe@philasd.org
Employee ID:	0000012345
Home School/Location:	9520 - SYSTEMS ADMINISTRATION UNIT
Telephone number:	<input type="text" value="2154005139"/>
Mother's Maiden Name:	<input type="text" value="TEST"/>
Advantage ID:	<input type="text" value="Z123456"/>

** If this is a new request, please leave blank*

I have an existing Advantage ID and would like access to an additional location.

Access Duration: Permanent Temporary End Date:

Select the location to which you desire access and then click the arrow to specify the access required:

Justification/Explanation: Pattern request after another user
(optional)

Provide name and Advantage ID of person that security access should be modeled after (OPTIONAL).

Name:

Advantage ID:

By submitting the online request, I am aware that the School District's policies and procedures mandate that while using the Advantage system, Advantage user ID and password are not to be shared amongst users. The information obtained from the Advantage system is confidential and should only be used for official School District business.

NOTE: Justification/Explanation section is optional. It is used to mirror access after an existing ADVANTAGE user.