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".

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.

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

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.

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.

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

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.

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