HR Security Access Reinstatement

If a HR Campus Solutions' account is active and the user has not logged into the HR production system within the prior 365 days, the user's HR account will be automatically "locked" and inactivated. Prior to inactivation, the user will receive an email notification 60 days and 30 days before the inactivation date to provide the user opportunities to log into the HR system. If the user does not access the system and the account is inactivated, action by the user and departmental authority of approval must be taken for the user to regain access the HR system.

To re-gain security access, the user must follow the steps below:

1. Complete the Human Resources Security Access Request form (form may be obtained within the Forms section of the HR website: hr.umbc.edu).

   a. Complete the top portion of the form and in the User Profile section, indicate "restore access prior to lockout". Leave the bottom section (adding and removing roles) blank; access will be restored back to original state.
   b. Have the appropriate departmental authority sign the form for approval.

2. Print the lock-out email notification received from DoIT and attach it to the Human Resources Security Access Request form.

3. Submit both documents to the HRIS Manager in the Human Resources Department for review and processing.