

Department Roles (i.e.: Faculty, Chair, AP staff) - Departmental SAA

To establish departmental roles for eFilePlus, follow these steps.

You must be a departmental SAA. For a list of departmental SAAs, please visit: http://eacs.ucr.edu/eacs/EACS_SEARCH.SAA_list

1. Log in to the Enterprise Access Control System (EACS) <http://eacs.ucr.edu>.
2. Ensure that the “DEPARTMENT SAA” option is selected from the drop down menu at the top of the page.
3. Select the correct accountability structure from the drop down menu at the top of the page.
4. If the user is not listed, then click the “Add” button and add the user to the selected accountability structure.
5. Click on the user’s UCR Net ID to see the roles that have already been granted.
6. To add an eFilePlus role to the user scroll through the “Available Applications” list, select “Academic Personnel eFilePlus System”, and click the “>” button.
7. The system will prompt for the correct role to grant to the user. Select the correct role and click the “Next” button.
8. The user has now been granted access to the Academic Personnel eFilePlus System.

College Roles and Campus-level Roles - Application SAA

The following roles are granted by an authorized person in the Office of Academic Personnel.

1. Dean
2. Dean’s Analyst
3. Academic Personnel Office (APO) Analyst
4. Committee on Academic Personnel (CAP) Analyst
5. Vice Provost Academic Personnel (VPAP)
6. Provost and Executive Vice Chancellor (PEVC)
7. Chancellor
8. Document Management System (DMS) Originator
9. Document Management System (DMS) Reviewer

How To Request Access for College and Campus-level roles

To request access to eFilePlus for these roles, send a request via email to: efileaccess@ucr.edu. In the request, include the following:

1. Employee Name;
2. UCR NetID;
3. Role;
4. ORG.

Instructions for Application SAA

1. Log in to the Enterprise Access Control System (EACS)
2. Ensure that the “APPLICATION SAA” option is selected from the drop down menu at the top of the page
3. If the user is not listed, then click the “Add” button and add the user to the selected accountability structure.
4. Click on the user’s UCR Net ID to see the roles that have already been granted.
5. To add an eFilePlus role to the user scroll through the “Available Applications” list, select “Academic Personnel eFilePlus System”, and click the “>” button.
6. The system will prompt for the correct role to grant to the user. Select the correct role and click the “Next” button.
7. The user has now been granted access to the Academic Personnel eFilePlus System.