Removing access to Cal Answers Financials in SARA

Step 1) Go to https://sara.berkeley.edu/

Step 2) Click “Request Access for Yourself of Your Employee”

Step 3) Click “CalNet Authorization”
Step 4) Once you have logged in, select “Request access for your employee”

Welcome to the Systems Access Request Application.

What would you like to do?
- [ ] Request access for yourself.
- [x] Request access for your employee.

Reset  submit

Step 5) Select “Request Deletion of Access”
Step 6) Select “BAIRS and BIS”, enter the Employee fields, check the removal reason, supplement the reason with an explanation in the Email Message, and click “submit”. “Last Effective Date” represents the last date the employee should have access to Cal Answers Financials.
Check the status of your request

Whether you submitted a request for yourself or for your employee, you can check the status of your request.

Step 1) Follow Steps 1-4 from above
Step 2) Click “Check Status of a Request”

Step 3) Search by either the request number or by date requested.
You can review the status at the top:

Systems Access Request Application

BAIRS & BIS

BAIRS and BIS Logon ID Request Number: [Blank]

Status: request done

Submit Date: 03/02/2016 12:54PM

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<thead>
<tr>
<th>Role</th>
<th>Status</th>
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<tbody>
<tr>
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User Information