Federated Authorization: View a Current User's Roles

When you are requesting access for a new user, you may sometimes want the new user's access to be very similar to the access of a current user. You are not able to use the online Federated Authorization Request form to automatically duplicate another user's access for a new user. However, you can quickly look up an existing user's roles in PeopleSoft and then use those roles as a reference as you complete the form.

To do so, complete the following steps.

1. Log in to **My Pitt** (my.pitt.edu) and click the **PeopleSoft Login** link on the right-hand side of the page.

2. Click the **PeopleTools** link on left-hand side of the page and click **User Profiles** under the **Security** folder.

3. Click **User Profiles** again.

4. Enter the username of the person you want to view next to "**begins with**" and click **Search**.

5. Click the **Roles** tab. The individual's first ten roles will display. If the individual has more than ten roles, click **View All**.

Get Help

The Technology Help Desk at 412 62**4-HELP** [4357] is available 24 hours a day, seven days a week to answer your technology- related questions. Questions can also be submitted via the Web at **technology.pitt.edu.**