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**.

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**Get Help**

The Technology Help Desk at 412 624-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](http://technology.pitt.edu).