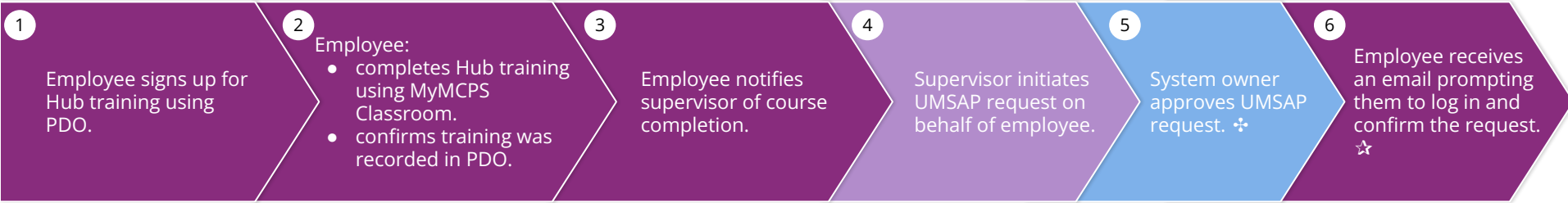
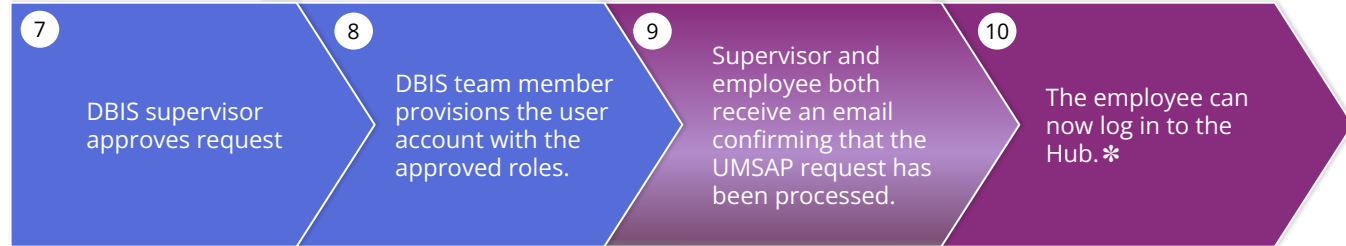
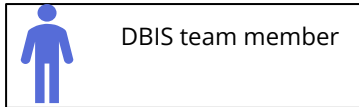
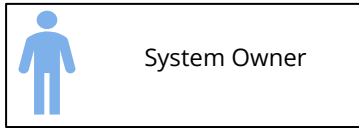
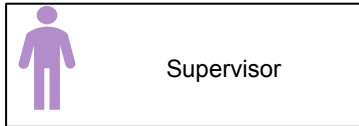
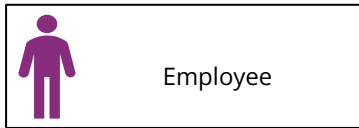


UMSAP Guide for Hub Users

All MCPS employees have standard access to the Hub to submit expenses. This guide illustrates the process to gain additional roles, based on position.



Key



Notes and Key Terms

UMSAP - User Management Security Access Portal PDO - Professional Development Online
DBIS - Department Business Information Services

- ❖ If request is rejected, the process stops. The supervisor will receive email notification that the request was not approved.
- ☆ From this step, the remainder of the process can take 3 to 5 days to complete.
- * Users with the Procurement role will need to complete additional setup prior to working in the hub.