



## Request Access to SunRISE

Go to [www.asu.edu/sunrise](http://www.asu.edu/sunrise)

1. Click on the **Request for SunRISE Access Form** link
2. Complete this interactive form on-line
  - a. Role permissions are described on the form, usually only one role is needed – (Agency/Org Approvers must be an Advantage signer on the accounts being used)
3. Print out the form once completed
4. Sign and Fax to 5-2234

All users requesting the role of Agency/Org Approver must attend SunRISE Training, however, this training is **strongly recommended** for all other roles.

Individuals completing and faxing the request form will be activated in the SunRISE system when:

- it has been established that the department has at least two individuals ready to use the SunRISE System (someone to order and someone to approve documents)
- the Agency/Org Approver for the department has gone to the mandatory training

When it has been established that the department has completed the above criteria, an email will be sent to all users within the department stating their access to the SunRISE System has been activated.

To access the SunRISE system go to: [www.asu.edu/sunrise](http://www.asu.edu/sunrise)

1. Click on the **Login tab** on the left side of the screen
2. Use your **ASURite ID & PW** to access the system

Please call our helpline at 727-RISE(7473) if you need assistance.