Ulster University: Guide – How to access and use the RAD System

What is RAD?

Information Services has developed an automated system to process registration to the University's corporate information. The system, known as 'RAD' (Registration Access Deletion) allows members of University staff to:

Enquire on Requests

Gives you the ability to view the progress of requests made for IT facilities:

- requests made by yourself on behalf of associates

- requests made by RAD authoriser in your Faculty/Department for you to have access to University corporate information.

Sponsor an Associate for IT facilities

As a member of staff, you may 'sponsor' a person who is not a member of University staff to have access to IT facilities for the purposes of the business needs of the University. Personal information, period of association and primary association status details are required, all fields on the records being mandatory for authorisation to be considered.

View own RAD staff record

Used for comparison purposes for creating an Associate record as well as for checking information which Human Resources holds.If any of the information is incorrect, please use the 'Update Your Business Card' link on the Portal (go to Home tab and see within University Staff List channel) - any changes will be reflected on the RAD system on the following working day. Please do not contact the Service Desk regarding inaccuracies of information.

How do I access RAD?

- You must access RAD using **Microsoft Edge** as your browser. If you are accessing from home, you must also be connected through a remote session.

- You can access RAD through the Staff Portal (https://portal.ulster.ac.uk/dashboard/home), it is titled "RAD System".

- You can also use the direct link (https://hrapp1.ulster.ac.uk/uustaff/rad_staff).

- You should sign in using your **Staff Number as the Username** and your **National Insurance Number as your Password**.

  Point to Note: The password for RAD is linked to the Online Milage System, if this has been changed then your RAD password will be also.
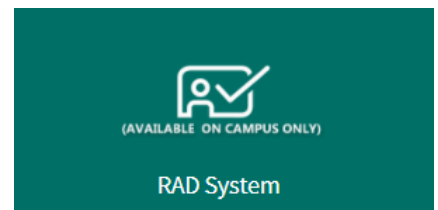
I want to create an associate, but they do not have a valid National Insurance Number, what do I do?

If the user does not have a valid National Insurance Number you can use the temporary number format, **TN+DDMMYY+F/M**.

- **TN** stands for temporary number.
- **DDMMYY** is the users Date of Birth.
- **F/M** represents if the user is Female or Male.

For example, a Male whose Date of Birth is 18 June 1983 would have a temporary number of: **TN180683M**

I have created an associate, but I haven't received login details yet, what do I do?

- In order for an associate to be provisioned successfully, the record <u>must</u> be Authorised.

- When the record has been authorised, it will come through for provisioning the next day.

- Once the user has been provisioned the login details will be sent to the whoever created the record, these will be sent around 4pm on the day of provisioning.

I need to extend an associate end date; how do I do this?

- To extend an associate's end date you use the RAD Associate Update Tool (https://secure.ulster.ac.uk/isd/staffdocs/associate-updatetool.htm).

- An associate's end date can only be extended by a **maximum of one year at a time**. RAD Authorisers can extend all associates within their department.

Any advice needed and/or issues to report?

If you require any additional support or advice, please contact Digital Services by using one of the below methods.

UniDesk Self Service

028 9036 6777

servicedesk@ulster.ac.uk