

Instructions for Requesting APRS Access to OLAFS-COPS

The OLAFS-COPS application uses your Active Directory ID and password for security. Access to OLAFS-COPS is granted through the use of the Application Provisioning Request System (APSR).

How to Access the OLAFS-COPS Application

The link to access the OLAFS application is:

<https://olafs.inside.ups.com/olafp/facade/olafportal.html>

1. Once on the OLAFS Landing Page, select “COPS” from the list of applications.

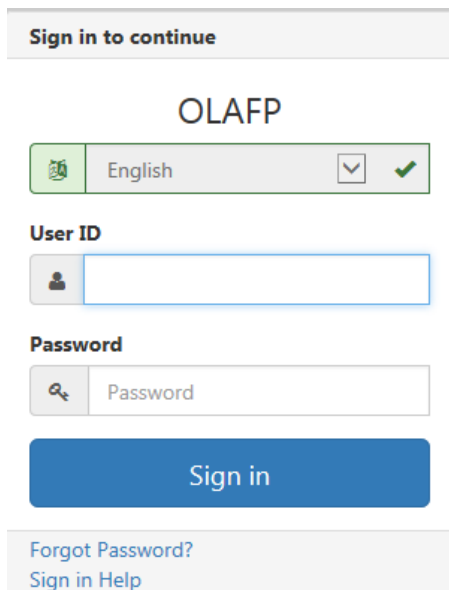


2. Select, *Request New Access to the COPS Application* link from the OLAFS-COPS home page.



OLAFS-COPS home page screenshot. The page features a dark header with 'COPS' on the left and a language dropdown on the right. Below the header, there are two main sections: 'Application Access' and 'Public Access'. The 'Application Access' section contains two links: 'Customer Order Processing System Login' and 'Request New Access to the COPS Application'. A red arrow points to the 'Request New Access to the COPS Application' link. The 'Public Access' section contains two links: 'Unprinted Forms Report' and 'Contact List'. At the bottom of the page, there is a link for 'Customer Order Processing System CSI'.

3. Users will then be directed to the APRS application page. A valid AD ID and password are required to login to APRS.



OLAFP login page screenshot. The page features a light gray header with 'Sign in to continue'. Below the header, there is a section for 'OLAFP' with a language dropdown set to 'English'. Below this, there are two input fields: 'User ID' and 'Password'. The 'User ID' field has a user icon on the left. Below the input fields, there is a blue 'Sign in' button. At the bottom of the page, there are two links: 'Forgot Password?' and 'Sign in Help'.

4. The user will then select *Request Access* from the APRS homepage

ups Access Provisioning Request System (APRS)

Home | Edit My Profile | Help | Logout

Request Access | Delete Access | Modify Account | Check Status | Approve | Reports

Access Provisioning Request System (APRS) Home Page

You have successfully logged onto APRS. Please click on any of the above Tabs or Links to continue.

COMPLIANCE POLICY

All UPSers are required to comply with the UPS Information Use and Security Compliance Policy. Please click on the link to review the policy [http://www.ups.com/upsinfo/privacy/upsinfo/privacy.htm](#). If you are submitting a request for another person, please instruct that person to read the policy.

RELEASE NOTES

Release Notes for September 28, 2015

- Requests for Campus Groups (Florida, Maryland and New Jersey) are now available in the request path for Active Directory/Privileged Access.
- When requesting access, the Requester Identification screen now has two separate options for "Other".
 - Other - UPS Employee/GO: Select this for requests for UPSers and GO Resources. This selection requires an Employee ID/Unique ID to be entered.
 - Other - Non Employee: Select this for requests for contingent resources (non-GO).

For more details, click on Release Notes in the Help link in the Welcome Banner above.

When a user enters a request for another person, the user should enter the other person's AD ID, RACF ID, Unique ID/Employee ID, SecurID or External Vendor ID. This information may be omitted if the person for whom the request is being made does not have any of these IDs.

ALL application requests will be first sent to the user's (for whom access is being requested) Supervisor/Responsible UPSer for approval or rejection. The Supervisor/Responsible UPSer must approve the request before it is sent to the application approver.

5. Select the appropriate option and select Continue

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Requester Identification

Are you requesting access for:

☒ Yourself ***approved***

☐ Other - UPS Employee/GO UPS User ID: ID Type: Select ID Type

Use Other - UPS Employee/GO to make a request for UPS employees and GO Resources. Select the radio button and enter the user's Unique ID/Employee ID, AD ID, RACF ID or SecurID Type, then Continue.

☐ Other - Non Employee UPS User ID: ID Type: Select ID Type

If Other - Non Employee has an existing Unique ID, AD ID, RACF ID, SecurID or External Vendor ID, enter it in the blank field, select ID Type, then Continue.

If Other - Non Employee does not have an existing Unique ID, AD ID, RACF ID, SecurID or External Vendor ID, select the radio button only, leave the field blank, then Continue.

☐ Contingent Vendor Employee *** No UPS User ID (AD ID) - Remote Access Only ***

6. Select *Application Access* then select Continue

Please make your selection(s) from the options below:

<input type="checkbox"/>	Active Directory/Internet Requests/Privileged Access (Includes E-mail, IM, Citrix & ISMS Change)
<input checked="" type="checkbox"/>	Application Access
<input type="checkbox"/>	APRS Role Request
<input type="checkbox"/>	Linux Application Access
<input type="checkbox"/>	UNIX Application Access
<input type="checkbox"/>	AS400 Application Access
<input type="checkbox"/>	Data Repository Application Access (DWH/DIR/InfoLib)
<input type="checkbox"/>	RACF
<input type="checkbox"/>	SecurID Access (Token)
<input type="checkbox"/>	Special ID Group (Restricted Access)
<input type="checkbox"/>	Email Distribution List (DL)
<input type="checkbox"/>	Database Access (Oracle or MS SQL)

Grayed out check boxes indicate an unavailable request type for whom you are submitting the request. See [Help](#) for additional information.

7. Type the letter 'O' in application search then click on GO or select the letter 'O'

Request Application Access for WENDY BRADY-CORRIGAN

You can Search for an Application or Select the first letter of the Name:

Application Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ

8. Select *Operations Label and Forms System (OLAFS)*, then select the Continue button.

Request Application Access for SHARON ZANIEWSKI-HEPPES

You can Search for an Application or Select the first letter of the Name:

Application Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Use the checkboxes to add Applications to your request. When you are finished selecting applications click 'Continue'

<input type="checkbox"/>	Operations Eligibility Engine
<input checked="" type="checkbox"/>	Operations Label and Forms System (OLAFS)
<input type="checkbox"/>	OPNET Dashboard
<input type="checkbox"/>	OpsConsole
<input type="checkbox"/>	OPNET Business 4.0 Tools

Selected Applications

Un-Checking an Application will remove it from your request.

<input checked="" type="checkbox"/>	Operations Label and Forms System (OLAFS)
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9. Select *OLAFS_COPS_general/Can access COPS application. Run reports. Print COPS forms.* Enter an appropriate Business Justification and then select Continue. Do **not** select *OLAFS_COPS_admin/Can setup user access to SLICS.*

Request Application Access for SHARON ZANIEWSKI-HEPPES

Please enter required fields indicated by a red *

Selected Applications	
Operations Label and Forms System (OLAFS)	
<input type="checkbox"/>	OLAFS_COPS_admin/Can setup user access to Slcs.
<input checked="" type="checkbox"/>	OLAFS_COPS_general/Can access COPS application. Run reports. Print COPS forms.
<input type="checkbox"/>	OLAFS_ICOD_general/Role can access ICOD application. Run reports. Print ICOD forms.

*Business Justification: Responsible for printing daily pickup data

Back Cancel Continue

10. Once completed, the OLAFS-COPS APRS request will go to your management team for approval. Once approved, it will be sent to the COPS support team for processing. The APRS system will send out an email to the requestor providing a status of your access request.