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/olafsportal.html

1. Once on the OLAFS Landing Page, select "COPS" from the list of applications.
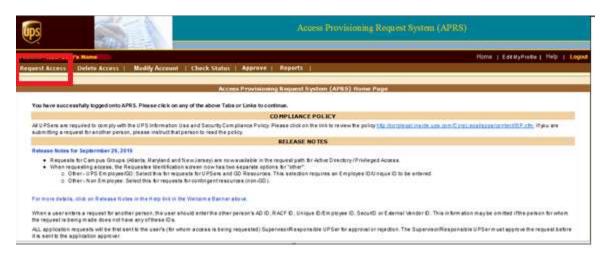
2. Select, *Request New Access to the COPS Application* link from the OLAFS-COPS home page.

3. Users will then be directed to the APRS application page. A valid AD ID and password are required to login to APRS.
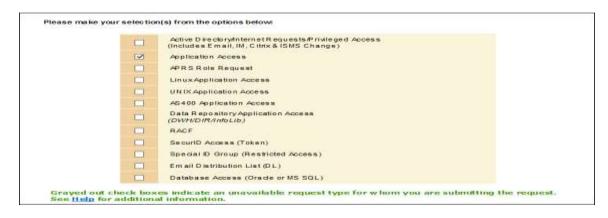
4. The user will then select *Request Access* from the APRS homepage

5. Select the appropriate option and select Continue

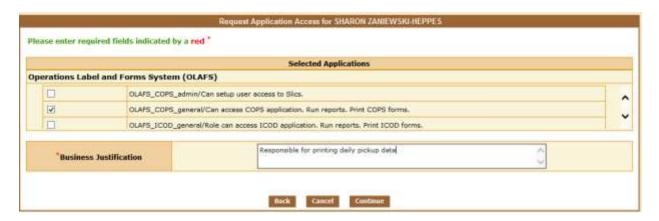6. Select *Application Access* then select Continue

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

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

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.

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.