

University of Minnesota

Self-Help Guide

TeamDynamix (TDX): Approve Access Request Forms and Service Request Forms

This self-help guide is for anyone who approves Access Request Forms (ARF) or Service Request Forms (SRF) that originate in TeamDynamix.

Work on Access Request Forms and Service Request Forms

Understand TDX

TDX Login

Log in to Users (TDNext)

</services-technologies/how-tos/tdx-log-in-users-tdnext>

Log in to the Client Portal

</services-technologies/how-tos/tdx-log-in-client-portal>

Navigate between Users (TDNext) and Client Portal

</services-technologies/how-tos/tdx-approvers-navigate-between-users>

Overview of Request Forms

Understand the Request Ticket

</services-technologies/how-tos/tdx-approvers-understand-request-ticket>

Understand Notifications with Ticket Workflows

</services-technologies/how-tos/tdx-approvers-understand-notifications>

Reporting Issues with a Request Form

</services-technologies/how-tos/tdx-approvers-report-issues-request-form>

Working Group and Supervisor Approvals

Steps for Group and Supervisor Approvers

Find and Approve Your Requests

</services-technologies/how-tos/tdx-approvers-find-approve-your-requests>

Handle a Partial Approval

</services-technologies/how-tos/tdx-approvers-handle-partial-approval>

Communicate Through a Request Ticket

</services-technologies/how-tos/tdx-approvers-communicate-through>

Review The Status of a Request Ticket in Users (TDNext)

</services-technologies/how-tos/tdx-approvers-review-status-request-in>

Working Individual and Key Contact Approvals

Steps for Individual Approvers and Key Contact Approvers

Find and Approve Your Requests (Individual Approvers and Key Contacts)

</services-technologies/how-tos/tdx-approvers-find-approve-your-requests-0>

Review The Status of a Request Ticket in the Client Portal

</services-technologies/how-tos/tdx-approvers-review-status-request>