When going on a leave of absence from the University for any length of time, your roles in ARC are automatically deactivated. When you return from your leave of absence, you can easily reestablish your previous roles by submitting a Financial Systems Security Application (FSSA). This job aid details those steps.

Submitting an FSSA to Reestablish ARC Roles

1. Log on to **Service Now** https://columbia.service-now.com
2. Click **Service Catalog** under the **Self Service** section from the left **Navigation** pane.
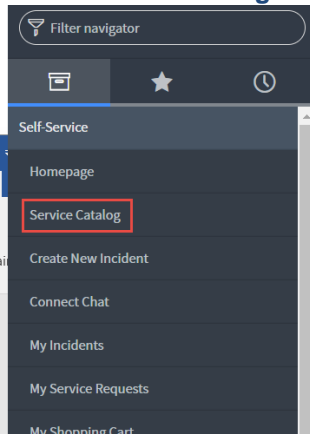
The Service Catalog screen appears.
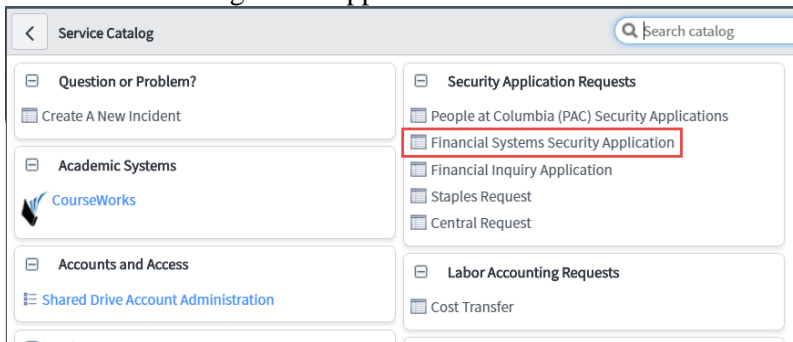
3. Click the **Financial Systems Security Application** link under the Security Applications Requests section.

The FSSA form appears.

4. Complete **Section 1: User Information**. You can submit a request on behalf of another user. If the **Request By** and **Manager UNI** are the same when submitting on behalf of a subordinate, the application will be routed directly to the DAF Administrator for approval.

5. Scroll down to **Section 6: Comments** and enter "Returned from leave of absence, reestablish preexisting roles."

6. Click the **User Acceptance** box for the Terms of Agreement and click **Order Now**. The Shopping Cart screen appears.

7. Click **Checkout**.