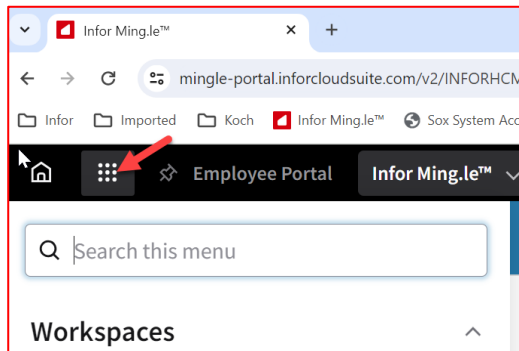


# Entering a SAAM Request

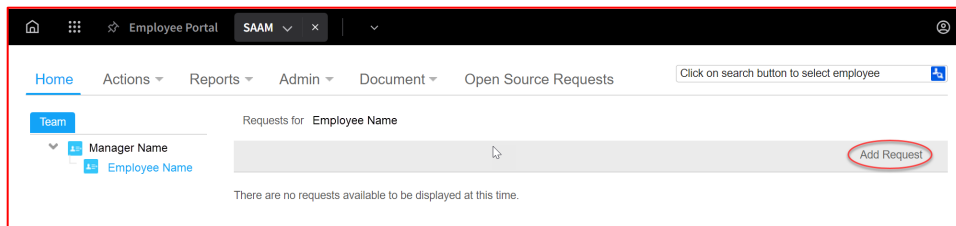
## Step Description

The SAAM application can ONLY be accessed via the Infor Ming.le, either by using the [Employee Portal](#) or a direct link (<https://saam.infor.com>), both of which go through the Ming.le front end to the application.

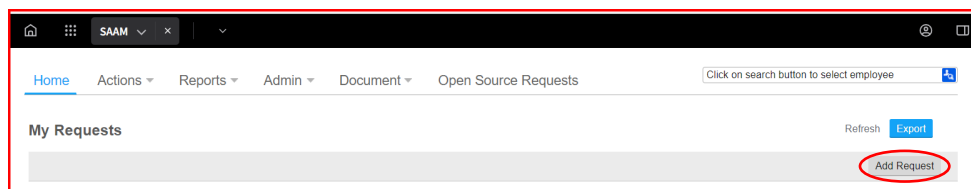
1. From the Infor Ming.le toolbar click the SAAM application from the Navigation Menu. If you do not see the SAAM application, use the search option to locate SAAM.



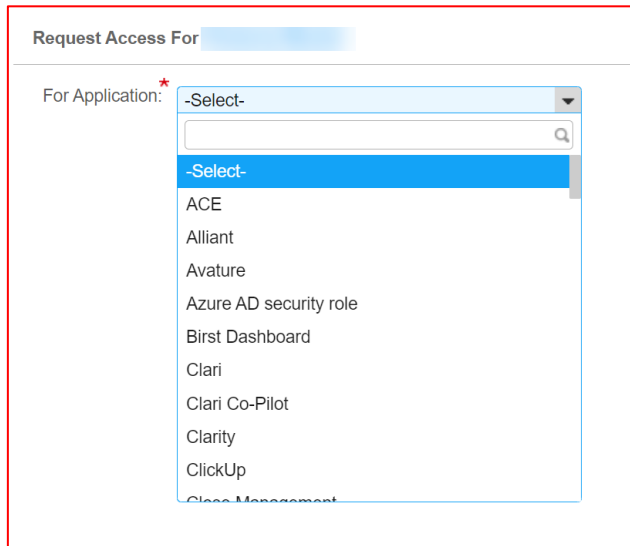
2. Employees or their supervisors can submit SAAM requests.
  - a. As a supervisor, you have the option to submit requests for yourself or your employees. Select the name of the person for the request (once selected the name is highlighted in blue.) Click "Add Request".



- b. As an employee simply click "Add Request".



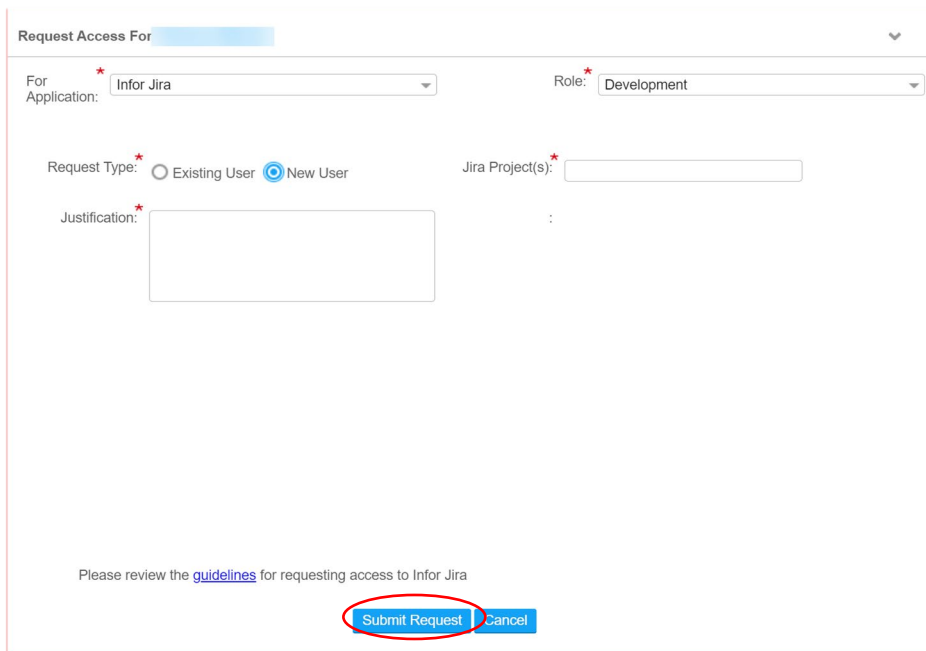
3. Select the application needed from the drop-down menu.



The screenshot shows a form titled "Request Access For" with a dropdown menu open for the "For Application" field. The dropdown menu lists several applications: ACE, Alliant, Avature, Azure AD security role, Birst Dashboard, Clari, Clari Co-Pilot, Clarity, ClickUp, and Class Management. The "For Application" field is marked with an asterisk (\*).

4. Fill out all information required for the application. (Fields marked with \* are required.)

5. Click "Submit Request", or "Cancel" if you want to exit the form without submitting.



The screenshot shows the "Request Access For" form with the "For Application" dropdown menu set to "Infor Jira" and the "Role" dropdown menu set to "Development". The "Request Type" field has radio buttons for "Existing User" and "New User", with "New User" selected. The "Justification" field is empty. The "Jira Project(s)" field is empty. The "Submit Request" button is circled in red.

6. If the request has been successfully submitted, you will receive a confirmation message:

Request Access For



Your application access request has been submitted,  
please select (another) employee to create a new request  
or close the application.