# E N T E R P R I S E A P P L I C A T I O N S

#  *(BANNER, XTENDER, SMARTi, ODS, COGNOS, BI REPORTING TAB, WORKFLOW, STARS)*

# ACCESS REQUEST FORM

## This form is to be filled out by authorized management and/or School/College/Division (SCD) authorized Business Manager.

## Attach this document to an e-mail message and send it to the Computing & Information Technology (C&IT) Access & Identity Management Office: security@lists.wayne.edu

|  |  |
| --- | --- |
| Applicant’s Name & Title | AccessID |
|  |  |
| School/College/Division | Department/Campus Phone |
|  |  |

**Type YES, if this is a NEW BANNER account or a CHANGE to an existing account.**

|  |  |
| --- | --- |
|  | Create **NEW** Banner Account |
|  | Change EXISTING Banner Account and **ADD Access** to Account |
|  | Change EXISTING Banner Account and **REPLACE Access** with this Profile Request |

# Type YES to indicate database(s) for which access is needed. NOTE: Most Banner System users will only get PROD access.

|  |  |
| --- | --- |
|  | **PROD** – Production (Access for most Banner Systems users) |
|  | PPRD – Pre-Production (C&IT/Developers & designated users performing system testing)  |

**NOTE: By default, all users with access to Banner will receive the same administrative system access to Cognos and**

 **Xtender Default Groups. NOTE:** ***You must indicate NO in this selection if you do not want this user to have this access.***

|  |  |
| --- | --- |
|  | **STARS (Student Tracking Advising Retention System)** – ***University ADVISOR*** access.Additional Request Information:  |
|  | **SMARTi/COLD USER** – Required for users to view output feed reports. |
|  | **WORKFLOW –** Please implement the selection listed on the last page.  |
|  | **XTENDER / IMAGING –** Granted by default of access to Banner and/or indicate Group(s) at the end of this document. |
|  | **BI REPORTING TAB**  –  **X Select area(s): \_\_ Finance \_\_ Human Resources \_\_ Enrollment Management**  |
|  | **COGNOS –** Required for persons to view and run Standard Certified Reports*.* ***(Granted by Default with access to Banner.)* X *Select area(s) for Cognos Only Request: \_\_ Alumni \_\_ Finance \_\_ Human Resources \_\_ Student* *\_\_ FINAID*** ***\_\_ Report Studio***  |
|  | **ODS (Operational Data Store)** - By **Administrative System**, notify the Contact Name below for access approval.**X *Select area(s) for ODS Only Request: \_\_ Alumni \_\_ Finance \_\_ Human Resources \_\_ Student* *\_\_ FINAID***  **Select Role Type: *\_\_* Casual\_Role or *\_\_* Power\_Role** |
| **Administrative System**  | **Contact Name**  | **Contact E-Mail Address**  |
| Development & Alumni Affairs-ADVANCE | **Kathleen Gouthro** | ac4601@wayne.edu |
| Finance/WayneBuyManagement Systems | **BTS – Business Technology Solutions** | fbo-itech@wayne.edu |
| Human Resources Management System | **BTS – Business Technology Solutions** | fbo-itech@wayne.edu |
| Student Records, Registration & Scheduling | **Kurt Kruschinska** | ssts@lists.wayne.edu |
| Undergraduate AdmissionsGraduate Enrollment Services | **Ericka M. Jackson****Lakshmi Sabapathy** | au6361@wayne.eduab3326@wayne.edu |
| Student Financial Aid | **Karen Fulford** | ak5389@wayne.edu |

**NOTE:**  **The e-mail message requesting Banner System access must be sent from the e-mail account of the authorized**

|  |  |
| --- | --- |
| **Authorizer’s Full Name & Title** | **WSU AccessID E-MAIL ADDRESS** |
|  |  |

**Banner Student Information Management Systems**

 **Request Form**

# *Banner Financial Aid*

# This form is to be filled out by authorized management and/or School/College/Division (SCD) authorized Business Manager. Indicate an ‘X’ on your selection(s) in the ADD column.

**To *EXPIRE* *Banner* access, send the Applicant’s Name and WSU AccessID in an e-mail message to the Computing & Information Technology (C&IT) Information Security Office:** ***security@lists.wayne.edu***

|  |  |
| --- | --- |
| Applicant’s Name & Title | AccessID |
|  |  |
| ADD | BANNER ACCESS PROFILE | BANNER ACCESS CLASS(ES)**(Security Office Use Only)** |
|  | ACCESS to OSFA Forms:**Indicate an ‘X’ next to the required**\_\_\_\_\_ ROAHOLD\_M\_\_\_\_\_ ROAHOLD\_Q\_\_\_\_\_ RFRMGMT\_Q\_\_\_\_\_ ROAMESG\_M\_\_\_\_\_ RPAAWRD\_M\_\_\_\_\_ RHACOMM\_M**Access must be approved by Associate Director/IT Director** | **BAN\_WSUFA\_ROAHOLD\_M****BAN\_WSUFA\_ROAHOLD\_INQ****BAN\_WSUFA\_RFRMGMT\_INQ****BAN\_WSUFA\_ROAMESG\_M****BAN\_WSUFA\_RPAAWRD\_M****BAN\_WSUFA\_NELNET\_RHACOMM** |
|  | **CLEARINGHOUSE***~Banner Student Loan Clearinghouse Processt* | **BAN\_WSUSTU\_INQ****BAN\_WSUFA\_CLHOUSE\_PROC*****BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ******BAN\_WSUGEN\_REPORTS*** |
|  | **CLIENTSVCS (Client Services)***~FAO I/II/III**~TECHNICIANS* | **BAN\_WSUFA\_BGT****BAN\_WSUFA\_DL****BAN\_WSUFA\_EL****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_GEN\_LIB****BAN\_WSUFA\_INQ****BAN\_WSUFA\_JOBSUB\_SYS****BAN\_WSUFA\_NA\_VERI****BAN\_WSUFA\_PKG****BAN\_WSUFA\_REFD****BAN\_WSUFA\_RFMS\_CORR**BAN\_WSUFA\_TRK**BAN\_WSUFA\_VALID\_COMM**BAN\_WSUSTU\_INQ***BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |
|  | **DIRECTOR*****~ASSOCIATE DIRECTOR’S******~FISCAL ASST. DIRECTOR*** | **BAN\_WSUFA\_BGT****BAN\_WSUFA\_DL****BAN\_WSUFA\_EL****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_FUNDS****BAN\_WSUFA\_GEN****BAN\_WSUFA\_GEN\_LIB****BAN\_WSUFA\_INQ****BAN\_WSUFA\_JOBSUB\_SYS**BAN\_WSUFA\_NA\_VERI**BAN\_WSUFA\_PKG**BAN\_WSUFA\_REFD**BAN\_WSUFA\_RFMS\_CORR****BAN\_WSUFA\_TRK****BAN\_WSUFA\_VALID\_COMM**BAN\_WSUSTU\_INQ***BAN\_WSUGEN\_CONNECT****BAN\_WSUGEN\_INQ****BAN\_WSUGEN\_REPORTS*** |
|  | **FAMANAGEMENT***~DIRECTOR**~MANAGER III/IV**~APPLICATIONS TECHNOLOGY ANALYST* | **BAN\_WSUFA\_BGT****BAN\_WSUFA\_DL****BAN\_WSUFA\_EL****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_FUNDS\_INQ****BAN\_WSUFA\_GEN****BAN\_WSUFA\_GEN\_LIB****BAN\_WSUFA\_INQ****BAN\_WSUFA\_JOBSUB\_SYS**BAN\_WSUFA\_NA\_VERI**BAN\_WSUFA\_PKG**BAN\_WSUFA\_REFD**BAN\_WSUFA\_RFMS\_CORR****BAN\_WSUFA\_TRK****BAN\_WSUFA\_VALID\_COMM**BAN\_WSUSTU\_INQ***BAN\_WSUGEN\_CONNECT****BAN\_WSUGEN\_INQ****BAN\_WSUGEN\_REPORTS*** |
|  | **INQUIRY**~*STUDENTS**~SALLIE MAE* | **BAN\_WSUFA\_BGT\_INQ****BAN\_WSUFA\_DL\_INQ****BAN\_WSUFA\_EL\_INQ****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_GEN\_LIB****BAN\_WSUFA\_INQ****BAN\_WSUFA\_NA\_VERI\_INQ****BAN\_WSUFA\_PKG\_INQ**BAM\_WSUFA\_REFD\_INQBAN\_WSUFA\_TRK\_INQ**BAN\_WSUFA\_VALID\_COMM\_INQ**BAN\_WSUSTU\_INQ**BAN\_WSUGEN\_CONNECT**BAN\_WSUGEN\_INQ |
|  | **OSFAINQUIRY**~OSFA Student PositionsImaging Access | **BAN\_WSUFA\_BGT\_INQ****BAN\_WSUFA\_DL\_INQ****BAN\_WSUFA\_EL\_INQ****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_GEN\_LIB****BAN\_WSUFA\_INQ****BAN\_WSUFA\_NA\_VERI\_INQ****BAN\_WSUFA\_PKG\_INQ**BAM\_WSUFA\_REFD\_INQ**BAN\_WSUFA\_ROAHOLD\_M**BAN\_WSUFA\_TRK\_INQ**BAN\_WSUFA\_VALID\_COMM\_INQ**BAN\_WSUSTU\_INQ**BAN\_WSUGEN\_CONNECT****BAN\_WSUGEN\_INQ** |
|  | **OPERATIONS***~FAO I/II/III**~TECHNICIANS* | **BAN\_WSUFA\_BGT****BAN\_WSUFA\_DL****BAN\_WSUFA\_EL****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_GEN\_LIB****BAN\_WSUFA\_INQ****BAN\_WSUFA\_JOBSUB****BAN\_WSUFA\_NA\_VERI****BAN\_WSUFA\_PKG****BAN\_WSUFA\_REFD****BAN\_WSUFA\_RFMS\_CORR**BAN\_WSUFA\_TRK**BAN\_WSUFA\_VALID\_COMM**BAN\_WSUSTU\_INQ***BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |

|  |  |  |
| --- | --- | --- |
|  | **PROCESSOR1***~DATA ENTRY OPERATOR**~OFFICE SERVICE CLERK**~STUDENT RECORDS CLERK**~SECRETARY III* | **BAN\_WSUFA\_DL\_INQ****BAN\_WSUFA\_EL\_INQ****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_GEN\_LIB**BAN\_WSUFA\_NA\_VERIBAN\_WSUFA\_PKG\_INQ**BAN\_WSUFA\_TRK**BAN\_WSUFA\_VALID\_COMM\_INQBAN\_WSUSTU\_INQ***BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |
|  | **PROCESSOR2***~AA I/II**~ACCOUNTANT**~ACCOUNTING ASST.* | **BAN\_WSUFA\_BGT****BAN\_WSUFA\_DL****BAN\_WSUFA\_EL****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_FUNDS\_INQ****BAN\_WSUFA\_GEN\_LIB****BAN\_WSUFA\_INQ****BAN\_WSUFA\_JOBSUB****BAN\_WSUFA\_NA\_VERI****BAN\_WSUFA\_PKG****BAN\_WSUFA\_REFD****BAN\_WSUFA\_RFMS\_CORR****BAN\_WSUFA\_TRK****BAN\_WSUFA\_VALID\_\_COMM\_INQ**BAN\_WSUSTU\_INQ***BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |
|  | **PROSCHOOLFAO (Professional School FAO)***~FAO I/II/II**~TECHNICIANS* | **BAN\_WSUFA\_BGT****BAN\_WSUFA\_DL****BAN\_WSUFA\_EL****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_GEN****BAN\_WSUFA\_GEN\_LIB****BAN\_WSUFA\_INQ**BAN\_WSUFA\_JOBSUB\_SYS**BAN\_WSUFA\_NA\_VERI****BAN\_WSUFA\_PKG****BAN\_WSUFA\_REFD****BAN\_WSUFA\_TRK****BAN\_WSUFA\_VALID\_COMM**BAN\_WSUSTU\_INQ***BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ******BAN\_WSUGEN\_REPORTS*** |
|  | **QUALITYASSURE*****~ACCOUNTANT*** | **BAN\_WSUFA\_BGT****BAN\_WSUFA\_DL****BAN\_WSUFA\_EL****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_FUNDS****BAN\_WSUFA\_GEN** **BAN\_WSUFA\_GEN\_LIB****BAN\_WSUFA\_INQ****BAN\_WSUFA\_JOBSUB****BAN\_WSUFA\_NA\_VERI****BAN\_WSUFA\_PKG****BAN\_WSUFA\_REFD****BAN\_WSUFA\_RFMS\_CORR****BAN\_WSUFA\_TRK****BAN\_WSUFA\_VALID\_COMM\_INQ**BAN\_WSUSTU\_INQ***BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |
|  | **SYSTEMS***~SYSTEMS INTEGRATOR II**~DATA SPECIALIST* | **BAN\_WSUFA\_BGT****BAN\_WSUFA\_FORMS\_INQ****BAN\_WSUFA\_GEN****BAN\_WSUFA\_GEN\_LIB****BAN\_WSUFA\_INQ****BAN\_WSUFA\_JOBSUB\_SYS****BAN\_WSUFA\_NA\_VERI****BAN\_WSUFA\_PKG****BAN\_WSUFA\_RFMS\_CORR****BAN\_WSUFA\_TRK****BAN\_WSUFA\_VALID\_COMM**BAN\_WSUSTU\_INQ***BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |
|  | **SSN ‘Read Only’ Users** - This selection is for “Read Only” users who **require** **VIEW access to SSN**.A business reason is required for approval by the DataOwner. Enter the business reason and send this Access Request Form to the below Data Owner representative.**STUDENT: SPAIDEN; SPAPERS****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Business Reason:** ***Data Owner representative:*****[“Kurt Kruschinska”** **ac5753@wayne.edu** **]** |  |

**Banner Student Information Management Systems**

 **Request Form**

# *Banner Financial Aid*

# This form is to be filled out by authorized management and/or School/College/Division (SCD) authorized Business Manager. Indicate an ‘X’ on your selection(s) in the ADD column.

**To *EXPIRE* *Banner* access, send the Applicant’s Name and WSU AccessID in an e-mail message to the Computing & Information Technology (C&IT) Information Security Office:** ***security@lists.wayne.edu***

|  |  |
| --- | --- |
| Applicant’s Name & Title | AccessID |
|  |  |
| ADD | BANNER ACCESS PROFILE | BANNER ACCESS SUPER CLASS(ES)**(Security Office Use Only)** |
|  | **WSUFA\_INQUIRY** | **[ S\_FINAID\_INQUIRY ]** |
|  | **WSUFA\_FRIENDS** | **[ S\_FINAID\_FRIENDS ]** |
|  | **WSUFA\_OSFA** | **[ S\_FINAID\_OSFA ]** |
|  | **WSUFA\_FUNDS** | **[ S\_FINAID\_FUNDS ]** |
|  | **WSUFA\_SUSPENSE** | **[ S\_FINAID\_SUSPENSE ]** |
|  | **SSN ‘Read Only’ Users** - This selection is for “Read Only” users who **require** **VIEW access to SSN**.A business reason is required for approval by the DataOwner. Enter the business reason and send this Access Request Form to the below Data Owner representative.**STUDENT: SPAIDEN; SPAPERS****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Business Reason:** ***Data Owner representative:*****[“Kurt Kruschinska”** **ac5753@wayne.edu** **]** |  |

**Banner Student Information Management Systems**

 **Request Form**

# *OFFICE OF STUDENT FINANCIAL AID*

**Indicate approval for the APPLICATION XTENDER GROUP by selecting YES in the ADD column.**

**To *EXPIRE* *Banner* access, send the Applicant’s Name and WSU AccessID in an e-mail message to the Computing**

 **& Information Technology (C&IT) Information Security Office:** ***security@lists.wayne.edu***

|  |  |
| --- | --- |
| Applicant’s Name & Title | AccessID |
|  |  |
| ADD | APPLICATION XTENDER (IMAGING) GROUP |  **(Security Office Use Only)****Imaging Group Assignment** |
|  | **Indicate an ‘X’ next to the required Xtender Group(s):****\_\_\_ B-R-ID-ANNO \_\_\_ B-R-TREQ-ANNO****\_\_\_ B-R-ID-DELETE \_\_\_ B-R-TREQ-DELETE****\_\_\_ B-R-ID-INDEX \_\_\_ B-R-TREQ-INDEX****\_\_\_ B-R-ID-PRINT \_\_\_ B-R-TREQ-PRINT****\_\_\_ B-R-ID-QRY \_\_\_ B-R-TREQ-QRY****\_\_\_ B-R-ID-SCAN \_\_\_ B-R-TREQ-SCAN** **\_\_\_ B-R-TREQ-QRY NO SAT PROG** | **SELECT PROFILES** **ADDITIONAL ASSIGNMENT** |
|  | **PROFILE ASSIGNMENT:****~ OSFA\_INQUIRY** |  **B-R-TREQ-ANNO** **B-R-TREQ-INDEX** **B-R-TREQ-PRINT** **B-R-TREQ-QRY** **B-R-TREQ-SCAN** |
|  | **Staff Profile Assignment:** | **Minus DELETE** |
|  | **Management Profile Assignment:** | **ALL** |
|  | **DLS (assigned by Person):** |  |

# *OFFICE OF STUDENT FINANCIAL AID*

**WORKFLOW APPLICATION ACCESS**

**Select approval for the WORKFLOW ROLE by placing an ‘X’ in the ADD column.**

**To *EXPIRE* access, send the Applicant’s Name and WSU AccessID in an e-mail message to the Computing**

 **& Information Technology (C&IT) Information Security Office:** ***security@lists.wayne.edu***

|  |  |  |  |
| --- | --- | --- | --- |
| **Workflow** | **ADD****‘ X ’** | **Workflow Role** | **Comments** |
| OSFA\_SAA\_001\_approvals |  | OSFA SAA system owner | Owner |
|  | OSFA SAA Admin | Administrator |
| OSFA\_SAA\_002\_human\_review |  | OSFA Review Owner | Owner |
|  | OSFA Review Admin | Administrator |
|  | OSFA\_Law | Applies awards routed to Law queue |
|  | OSFA\_Main | Applies awards routed to Main Campus queue |
|  | OSFA\_Med | Applies awards routed to Med queue |
|  | OSFA Data Specialist | Applies awards routed to OSFA for students w/out a FAFSA on file |
| OSFA\_SAA\_003\_detail\_code |  | OSFA Fund Code Owner | Owner |
|  | OSFA Fund Code Admin | Administrator |
|  | SAA OSFA reviewer | * Needs approval from Catherine Kay
* OSFA staff determines if using existing fund code or if new detail code required
 |