# 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](mailto: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](mailto:ac4601@wayne.edu) |
| Finance/WayneBuy  Management Systems | | **BTS – Business Technology Solutions** | [fbo-itech@wayne.edu](mailto:fbo-itech@wayne.edu" \t "_blank) |
| Human Resources Management System | | **BTS – Business Technology Solutions** | [fbo-itech@wayne.edu](mailto:fbo-itech@wayne.edu" \t "_blank) |
| Student Records, Registration & Scheduling | | **Kurt Kruschinska** | [ssts@lists.wayne.edu](mailto:ssts@lists.wayne.edu) |
| Undergraduate Admissions  Graduate Enrollment Services | | **Ericka M. Jackson**  **Lakshmi Sabapathy** | [au6361@wayne.edu](mailto:au6361@wayne.edu)  [ab3326@wayne.edu](mailto:gd2267@wayne.edu) |
| Student Financial Aid | | **Karen Fulford** | [ak5389@wayne.edu](mailto: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**

### *ORIENTATION MANAGEMENT – ACADEMIC AFFAIRS*

# 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](mailto:security@lists.wayne.edu)***

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Name | | | AccessID |
|  | | |  |
| ADD | BANNER ACCESS PROFILE | BANNER ACCESS CLASS(ES) **(Security Office Use Only)** | |
|  | **ORIENTATIONMGMT** | BAN\_WSUSTU\_GEN\_ORIENTATION  BAN\_WSUSTU\_STU\_ORIENTATION  **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 Data  Owner. Enter the business reason and send this  Access Request Form to the below Data Owner  representative.  **STUDENT: SPAIDEN; SPAPERS**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Business Reason:**  ***Data Owner representative:***  **[ "Linda K. Falkiewicz"** [**ab4753@wayne.edu**](mailto:ab4753@wayne.edu)**]** |  | |