# 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**

### *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***

|  |  |
| --- | --- |
| Applicant’s Name  | AccessID |
|  |  |
| ADD | BANNER ACCESS PROFILE | BANNER ACCESS CLASS(ES)**(Security Office Use Only)** |
|  | **ORIENTATIONMGMT** | BAN\_WSUSTU\_GEN\_ORIENTATIONBAN\_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 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:*****[ "Linda K. Falkiewicz"** **ab4753@wayne.edu****]** |  |