# 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) |
| Human Resources Management System | | **BTS – Business Technology Solutions** | [fbo-itech@wayne.edu](mailto:fbo-itech@wayne.edu) |
| Student Records, Registration & Scheduling | | **Kurt Kruschinska** | [ssts@lists.wayne.edu](mailto:ssts@lists.wayne.edu) |
| Undergraduate Admissions  Graduate Enrollment Services | | **Ericka M. Jackson**  **Sherry Quinn** | [au6361@wayne.edu](mailto:au6361@wayne.edu)  [ai6644@wayne.edu](mailto:ai6644@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**

# *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***](mailto: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\_INQ  BAN\_WSUFA\_TRK\_INQ  **BAN\_WSUFA\_VALID\_COMM\_INQ**  BAN\_WSUSTU\_INQ  **BAN\_WSUGEN\_CONNECT**  BAN\_WSUGEN\_INQ | |
|  | **OSFAINQUIRY**  ~OSFA Student Positions  Imaging 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\_INQ BAN\_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 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:***  **[“Kurt Kruschinska”** [**ac5753@wayne.edu**](mailto: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***](mailto:security@lists.wayne.edu)

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Name & Title | | | AccessID |
|  | | |  |
| ADD | BANNER ACCESS PROFILE | BANNER ACCESSSUPER 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 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:***  **[“Kurt Kruschinska”** [**ac5753@wayne.edu**](mailto: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***](mailto: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***](mailto: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 |