# PROCEDURES

# REQUESTING ACCESS TO WSU’s BANNER MANAGEMENT SYSTEMS and ENTERPRISE APPLICATIONS

# [ Banner, WAYNEBUY, Xtender, Cognos, ODS, Workflow, Webtailor, STARS, and SMARTi ]

**Select and Save the applicable Access Request Form to your computer. Once completed and reviewed by the authorizer/Business Affairs Officer, File Upload the form in the Cherwell Service Request System and submit to C&IT ISO - Identity & Access Management for processing.**

*Access Request Form*

1. Download the Enterprise Applications Access Request Form **from** [**https://tech.wayne.edu/enterpriseapps/access**](https://tech.wayne.edu/enterpriseapps/access). The form must be completed by the applicant‘s authorized manager and/or Business Affairs Officer who is authorized to review and submit for processing.
2. Fill in the applicant’s name, title, and WSU AccessID.
3. Fill in the school, college or division, and the department.
4. Fill in the appropriate information for the type of access requested.

**NOTE:** For **Banner Student** access requests:

**Before submitting Cherwell tickets for Banner Student Access Request(s), please do the following:**

1. **Individuals that need Banner Student Access are to review and sign the FERPA Privacy Statement online:**

**Click Link to Access this form at:** [**https://academica.aws.wayne.edu/link/4ep**](https://academica.aws.wayne.edu/link/4ep)**.**

**(FERPA Privacy Statements must be completed PRIOR to approval)**

1. **After FERPA has been completed by the employee, the BAO will need to e-mail Gina Jordan at** **hf6485@wayne.edu** **to gain approval for Banner Student Access for new or existing employees.**
2. **Once Banner Student Access is approved, click:** [**https://tech.wayne.edu/enterpriseapps/access**](https://tech.wayne.edu/enterpriseapps/access) **to navigate to the Enterprise Applications webpage and** [***Click Here to Submit BAO Access Request Form***](https://tech.wayne.edu/enterpriseapps/access)**(depicted below) to complete the ticket and upload: \*Request and \*Approval e-mail.**

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**Gina Jordan** **hf6485@wayne.edu** **(Primary Contact)**

**Jessica Addy** **ak7579@wayne.edu**

*Banner Management Systems Request Access Profiles Forms*

1. The authorizer/Business Affairs Officer must complete this form.
2. Enter the applicant’s name and AccessID.
3. Check ( X ) to **ADD** the appropriate ACcess Profile(s).
4. After you have completed the form, be sure to use Save As… under the File menu and save the form to a Microsoft Word (.docx) document on your computer or save as a .pdf file. ***The completed form will be File Uploaded and submitted by the BAO using the Cherwell Service Request System.***
5. After the request has been implemented, the applicant and authorizer will receive a Cherwell confirmation via email and the Service Request will be Resolved.