#  [UNDERGRADInternal]

# 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 |
| **Student Affairs - Enrollment Management** | **Undergraduate Admissions** |

**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.  |
| **yes** | **XTENDER / IMAGING –** Granted by default of access to Banner and/or indicate Group(s) at the end of this document. |
| **yes** | **BI REPORTING TAB**  –  **X Select area(s): \_\_ Finance \_\_ Human Resources \_X\_ Enrollment Management**  |
| **yes** | **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 \_X\_ 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 \_X\_­ 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****Sherry Quinn** | au6361@wayne.eduai6644@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** |
|  |  |

 **management whose name is entered below or their Business Affairs Officer (BAO).**

**All University staff receiving Banner Student Access Permissions must complete the FERPA form:**

**CODE OF RESPONSIBILITY FOR
SECURITY AND CONFIDENTIALITY FOR**

**STUDENT DATA
(1972 FERPA)**

**Active staff can access this digital form at:** <https://academica.aws.wayne.edu/link/4ep>

**Banner Student Information Management Systems**

# *UNDERGRADUATE ADMISSIONS*

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

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

|  |  |  |
| --- | --- | --- |
| ADD | BANNER ACCESS PROFILE | BANNER ACCESS CLASS(ES)**(Security Office Use Only)** |
|  | **UNIVERSITY ADMISSIONS HOLDS****UG Univ Admissions-Bad Check****GR Univ Admissions-Bad Check****Graduate Admissions****University Admissions** | **BAN\_WSUSTU\_SOAHOLD\_VBS****SZ\_HOLDS\_ADMISSIONS\_UGGR****Hold Type(s):****AA; AB; GA; UA** |
|  | **ADMMANAGEMENT** | **BAN\_WSUSTU\_ADM****BAN\_WSUSTU\_ADM\_EPOS****BAN\_WSUSTU\_ADM\_GOAMTCH****BAN\_WSUSTU\_ADM\_LETTERS****BAN\_WSUSTU\_ADM\_RULES****BAN\_WSUSTU\_ADM\_SOASBGI****BAN\_WSUSTU\_ADM\_TAPELOAD\_JOBS****BAN\_WSUSTU\_ADM\_TAPELOAD\_REPORT****BAN\_WSUSTU\_ADM TAPELOAD\_RULES****BAN\_WSUSTU\_ADM\_TC****BAN\_WSUSTU\_ADM\_VALID****BAN\_WSUSTU\_ADM\_VALID\_STVSBGI****BAN\_WSUSTU\_ADM\_VALID\_TC****BAN\_WSUSTU\_ADM\_WEBAPP\_PUSH****BAN\_WSUSTU\_ADM\_WEBAPP\_VALID****BAN\_WSUSTU\_GENP****BAN\_WSUSTU\_GENP\_VALID****BAN\_WSUSTU\_GENS****BAN\_WSUSTU\_GENSYS\_FORMS****BAN\_WSUSTU\_GENSYS\_JOBS****BAN\_WSUSTU\_GENSYS\_JOBSUB****BAN\_WSUSTU\_GENSYS\_PIN\_INQ****BAN\_WSUSTU\_GENSYS\_POPSEL****BAN\_WSUSTU\_GENSYS\_VALID****BAN\_WSUSTU\_GENS\_VALID** **BAN\_WSUSTU\_INQ**BAN\_WSUGEN\_REPORTS*BAN\_WSUGEN\_CONNECT**BAN\_WSUGEN\_INQ* |
|  | **COUNSELORS** | **BAN\_WSUSTU\_ADM****BAN\_WSUSTU\_ADM\_EVALUATORS****BAN\_WSUSTU\_ADM\_LETTERS****BAN\_WSUSTU\_ADM\_RULES\_INQ****BAN\_WSUSTU\_ADM\_SOASBGI\_INQ****BAN\_WSUSTU\_ADM\_TC\_INQ****BAN\_WSUSTU\_ADM\_VALID\_INQ****BAN\_WSUSTU\_ADM\_VALID\_TC\_INQ****BAN\_WSUSTU\_ADM\_WEBAPP\_PUSH****BAN\_WSUSTU\_GENP****BAN\_WSUSTU\_GENP\_VALID\_INQ****BAN\_WSUSTU\_GENS****BAN\_WSUSTU\_GENS\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_VALID\_INQ****BAN\_WSUSTU\_INQ****BAN\_WSUGEN\_CONNECT****BAN\_WSUGEN\_INQ** |

**Banner Student Information Management Systems**

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|  |  |  |
| --- | --- | --- |
|  ADD | BANNER ACCESS PROFILE | BANNER ACCESS CLASS(ES)**(Security Office Use Only)** |
|  | **FILEMAINTENANCE** | **BAN\_WSUSTU\_ADM****BAN\_WSUSTU\_ADM\_LETTERS BAN\_WSUSTU\_ADM\_RULES\_INQ****BAN\_WSUSTU\_ADM\_SOASBGI\_INQ****BAN\_WSUSTU\_ADM\_TC\_INQ****BAN\_WSUSTU\_ADM\_VALID\_INQ****BAN\_WSUSTU\_ADM\_VALID\_TC\_INQ****BAN\_WSUSTU\_ADM\_WEBAPP\_PUSH****BAN\_WSUSTU\_GENP****BAN\_WSUSTU\_GENP\_VALID\_INQ****BAN\_WSUSTU\_GENS****BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_VALID\_INQ****BAN\_WSUSTU\_INQ*****BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |
|  | **FILEMAINTENANCE+PLUS** | **BAN\_WSUSTU\_ADM****BAN\_WSUSTU\_ADM\_LETTERS BAN\_WSUSTU\_ADM\_RULES\_INQ****BAN\_WSUSTU\_ADM\_SOASBGI****BAN\_WSUSTU\_ADM\_TC\_INQ****BAN\_WSUSTU\_ADM\_VALID\_INQ****BAN\_WSUSTU\_ADM\_VALID\_STVSBGI****BAN\_WSUSTU\_ADM\_VALID\_TC\_INQ****BAN\_WSUSTU\_ADM\_WEBAPP\_PUSH****BAN\_WSUSTU\_GENP****BAN\_WSUSTU\_GENP\_VALID\_INQ****BAN\_WSUSTU\_GENS****BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_VALID\_INQ****BAN\_WSUSTU\_INQ*****BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |
|  | **PHONE/RECEPTION** | **BAN\_WSUSTU\_ADM\_INQ****BAN\_WSUSTU\_ADM\_RULES\_INQ****BAN\_WSUSTU\_ADM\_SOASBGI\_INQ****BAN\_WSUSTU\_ADM\_TC\_INQ****BAN\_WSUSTU\_ADM\_VALID\_INQ****BAN\_WSUSTU\_ADM\_VALID\_TC\_INQ****BAN\_WSUSTU\_GENP\_INQ****BAN\_WSUSTU\_GENP\_VALID\_INQ****BAN\_WSUSTU\_GENS\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_VALID\_INQ****BAN\_WSUSTU\_INQ*****BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |

**Banner Student Information Management Systems**

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|  |  |  |
| --- | --- | --- |
| ADD | BANNER ACCESS PROFILE | BANNER ACCESS CLASS(ES)**(Security Office Use Only)** |
|  | **INTAKETEAM** | **BAN\_WSUSTU\_ADM****BAN\_WSUSTU\_ADM\_RULES\_INQ****BAN\_WSUSTU\_ADM\_SOASBGI\_INQ****BAN\_WSUSTU\_ADM\_TC\_INQ****BAN\_WSUSTU\_ADM\_VALID\_INQ****BAN\_WSUSTU\_ADM\_VALID\_STVSBGI****BAN\_WSUSTU\_ADM\_VALID\_TC\_INQ****BAN\_WSUSTU\_ADM\_WEBAPP\_PUSH****BAN\_WSUSTU\_GENP****BAN\_WSUSTU\_GENP\_VALID\_INQ****BAN\_WSUSTU\_GENS****BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_VALID\_INQ****BAN\_WSUSTU\_INQ*****BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |
|  | **TRANSFERCREDIT** | **BAN\_WSUSTU\_ADM\_INQ****BAN\_WSUSTU\_ADM\_RULES\_INQ****BAN\_WSUSTU\_ADM\_SOASBGI****BAN\_WSUSTU\_ADM\_TC****BAN\_WSUSTU\_ADM\_TESTING\_SOATEST****BAN\_WSUSTU\_ADM\_TESTING\_VALID****BAN\_WSUSTU\_ADM\_VALID\_INQ****BAN\_WSUSTU\_ADM\_VALID\_STVSBGI****BAN\_WSUSTU\_ADM\_VALID\_TC****BAN\_WSUSTU\_ADM\_WEBAPP\_INQ****BAN\_WSUSTU\_GENP****BAN\_WSUSTU\_GENP\_VALID\_INQ****BAN\_WSUSTU\_GENS\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_VALID\_INQ****BAN\_WSUSTU\_INQ*****BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |
|  | **COLLIFELEARN** | **BAN\_WSUSTU\_ADM****BAN\_WSUSTU\_ADM\_RULES\_INQ****BAN\_WSUSTU\_ADM\_SOASBGI\_INQ****BAN\_WSUSTU\_ADM\_TC\_INQ****BAN\_WSUSTU\_ADM\_VALID\_INQ****BAN\_WSUSTU\_ADM\_VALID\_TC\_INQ****BAN\_WSUSTU\_GENP\_INQ****BAN\_WSUSTU\_GENP\_VALID\_INQ****BAN\_WSUSTU\_GENS\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_INQ****BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ****BAN\_WSUSTU\_GENS\_VALID\_INQ****BAN\_WSUSTU\_INQ*****BAN\_WSUGEN\_CONNECT******BAN\_WSUGEN\_INQ*** |

**Banner Student Information Management Systems**

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|  |  |  |
| --- | --- | --- |
| ADD | APPLICATION XTENDER (IMAGING) GROUP |  **(Security Office Use Only)** |
|  | **Indicate an ‘X’ next to the required Xtender Group(s)****~ Banner Student ID (B-S-ADMN)****\_\_\_ B-S-ADMN-ANNO****\_\_\_ B-S-ADMN-DELETE****\_\_\_ B-S-ADMN-INDEX****\_\_\_ B-S-ADMN-PRINT****\_\_\_ B-S-ADMN-QUERY****\_\_\_ B-S-ADMN-QUERY-EDOCS****\_\_\_ B-S-ADMN-QUERY-IDEN****\_\_\_ B-S-ADMN-SCAN****\_\_\_ B-S-ID-QRY-WSU TRANSCRIPT (Default)** |  |
|  | **SSN ‘Read Only’ Users** - This selection is for “Read Only” userswho **require** **VIEW access to SSN**. A business reason is requiredfor approval by the Data Owner. Enter the business reason and send this Access Request Form to the below Data Owner representative.**UG ADMISSIONS: SPAIDEN; SPAPERS****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Business Reason:**  ***Data Owner representative:*****[“ Ericka M. Jackson** **au6361@wayne.edu****” ]** |  |

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|  | **Indicate an ‘X’ next to the required Xtender Group(s)****~ Banner Student ID (B-S-ADMN & B-S-ID)** **PROFILE: STUADMENSC – Enrollment Services****\_\_\_ B-S-ADMN-ANNO****\_\_\_ B-S-ADMN-INDEX****\_\_\_ B-S-ADMN-PRINT****\_\_\_ B-S-ADMN-QUERY****\_\_\_ B-S-ADMN-QUERY-EDOCS****\_\_\_ B-S-ADMN-QUERY-IDEN****\_\_\_ B-S-ID-PRINT****\_\_\_ B-S-ID-QRY-MERRILL PALMER INST TRSCPT****\_\_\_ B-S-ID-QRY-NWLB DOCS****\_\_\_ B-S-ID-QRY-REL OF INFO FORM****\_\_\_ B-S-ID-QRY-TRANSCRIPT REQUEST FORM****\_\_\_ B-S-ID-QRY-WSU TRANSCRIPT** |  |