# [APEX(DCE)Office]

# 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

# CLL / DCE / ISP / MPSS OFFICES

**Indicate approval for *only one* Banner access profile.**

**To *DELETE* *Banner* access, send the person’s WSU AccessID in an e-mail message to the Computing &**

**Informa­tion Technology (C&IT) Security Office: *<security@wayne.edu>***

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Name & Title | | | AccessID |
|  | | |  |
| ADD | BANNER ACCESS PROFILE | BANNER ACCESS CLASS(ES) **(Security Office Use Only)** | |
|  | **DCEMANAGEMENT**  **DCEGENERAL** | **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\_Q **BAN\_WSUSTU\_ADM\_VALID\_TC\_INQ**  **BAN\_WSUSTU\_ADM\_WEB\_INQ**  **BAN\_WSUSTU\_GENP**  **BAN\_WSUSTU\_GENP\_VALID**  **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\_HOLD**  **BAN\_WSUSTU\_GENS\_INQ**  **BAN\_WSUSTU\_GENS\_VALID\_HOLD**  **BAN\_WSUSTU\_GENS\_VALID\_INQ**  BAN\_WSUSTU\_INQ  **BAN\_WSUGEN\_REPORTS**  ***BAN\_WSUGEN\_CONNECT***  ***BAN\_WSUGEN\_INQ*** | |
|  | **CLLCOUNSELOR**  **DCECOUNSELOR**  MPSSCOUNSELOR  **ISPCOUNSELOR**  **DCEINQUIRY** | **BAN\_WSUSTU\_ADM\_CLL\_INQ**  **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\_GENSYS\_FORMS**  **BAN\_WSUSTU\_GENSYS\_PIN\_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 | BANNER ACCESS PROFILE | BANNER ACCESS CLASS(ES) **(Security Office Use Only)** |
|  | **CLLGENERALTECH**  **DCEGENERALTECH**  **MPSSGENERALTECH**  **ISPGENERALTECH**  **ISPGENERAL**  **ISPMANAGEMENT** | **BAN\_WSUSTU\_ADM\_CLL\_INQ** 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\_ADM\_WEB\_INQ**  **BAN\_WSUSTU\_GENP\_INQ**  **BAN\_WSUSTU\_GENP\_VALID\_INQ**  **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\_HOLD\_INQ**  **BAN\_WSUSTU\_GENS\_INQ**  **BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ**  **BAN\_WSUSTU\_GENS\_VALID\_INQ**  BAN\_WSUSTU\_INQ  **BAN\_WSUGEN\_REPORTS**  ***BAN\_WSUGEN\_CONNECT***  ***BAN\_WSUGEN\_INQ*** |
|  | **CLLMANAGEMENT**  **CLLGENERAL**  **MPSSMANAGEMENT**  **MPSSGENERAL** | **BAN\_WSUSTU\_ADM**  **BAN\_WSUSTU\_ADM\_CLL**  **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\_INQ**  **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\_HOLD**  **BAN\_WSUSTU\_GENS\_INQ**  **BAN\_WSUSTU\_GENS\_VALID\_HOLD**  **BAN\_WSUSTU\_GENS\_VALID\_INQ**  BAN\_WSUSTU\_INQ  **BAN\_WSUGEN\_REPORTS**  BAN\_WSUGEN\_CONNECT  ***BAN\_WSUGEN\_INQ*** |