### C&IT HELP DESK SERVICE CENTER – ONLY

# ACCESS REQUEST FORM

## This form is to be filled out by applicant or supervisor/manager. All information is required.

##### The person authorizing the access must submit this form. Attach this document to the Cherwell Service Request System <https://tech.wayne.edu/enterpriseapps/access> and submit for processing to: ISO & Compliance Identity & Access Management Office

|  |  |
| --- | --- |
| Applicant’s Name & Title | AccessID |
|  |  |
| School/College/Division | Department/Campus Phone |
| Computing & Information Technology | Help Desk  |
| E-mail Address (if notsame as AccessID)  |  |

**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.

|  |  |
| --- | --- |
| **X** | **PROD** – Production (Access for most Banner System users) |
| **X** | PPRD – Pre-Production (C&IT/Developers & designated users performing system testing)  |

**NOTE:**  **The e-mail message requesting Banner System access must be sent from the e-mail account of the**

**authorized management whose name is entered below or their Business Manager.**

|  |  |
| --- | --- |
| **Authorizer’s Full Name & Title** | **WSU AccessID E-MAIL ADDRESS** |
| Melissa Crabtree, SrDir, Desktop Tech&Cust Svc, C&IT Desk TechJim Kafantaris, Director, IT Service Center (HelpDesk)Warren Doucet, SrDir, Bus Affairs, Administrative and Finance | Eb3969@wayne.eduCb0531@wayne.eduBv4525@wayne.edu |

# ACCESS REQUEST FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ADD** | **POSITION/*BANNER PROFILE*** | **ORGN CODES** | **COGNOS** | **XTENDER GROUPS** |
|  | **DIRECTOR*****PROFILE: (HDDIRECTOR)***FMS~PURSCDAPPVR~FMS\_INQ~FAR\_INQ~BAN\_CIT\_HELPDESK\_ANALYSTS~BAN\_WSULDAP\_INTERFACE~BAN\_WSUGEN\_GOATPAC\_MHRMS~ DEPARTMENT~ TIMESTU~VIEWALL | 25G32 - 25G3225G33 - 25G3325G381 - 25G38125G382 - 25G382H2502 - H25025H25023 - H25023H2520 - H25208H25203 - H25203H25204 - H25204H25208 - H25208 | CIT\_HELPDESKHR-HUMAN RESOURCES- C\_HR\_VREP\_SCRFIN-FINANCE- C\_FIN\_VREP\_SCRC\_FIN\_VREP\_SCR\_BUS\_MGRSSTU-STUDENT- C\_STU\_VREP\_SCRWSU WORKSPACE GROUP | ***FINANCE QUERY/PURSCDAPPVR***B-F-DOCS-PRINTB-F-DOCS-QRY-PO AND AMENDB-F-DOCS-QRY-REQB-F-DOCS-QRY-REQ SUPP DOCSW-F-FINSUPP-INDEXW-F-FINSUPP-PRINTW-F-FINSUPP-QRYW-F-FINSUPP-SCANW-F-PAF-QRYW-G-ORMCOI-QUERYW-G-ORMCOI-PRINTW-F-FINSUPP-INDEX***--SCD/DEPARTMENT***B-H-ID-INDEXB-H-ID-PRINTB-H-ID-QRY-DEPARTMENT DOCSB-H-ID-QRY-EQUAL OPPORTUNITY DOCSB-H-ID-QRY-FINANCE DOCSB-H-ID-QRY-IDENTITY DOCSB-H-ID-QRY-MEDICAL DOCSB-H-ID-QRY-PAYROLL DOCSB-H-ID-QRY-PERSONNEL DOCSB-H-ID-SCAN |
|  | **ASSOCIATE DIRECTOR*****PROFILE: (HDASSOCDIR)***FMS~ PURSCDREQCORHRMS~ DEPARTMENT~ TIME///////////////////////////////////////////**HD LEAD ANALYST*****PROFILE: (HDLEADANALYST)***FMS~ PURSCDREQCORFMS~FMS\_INQ~FAR\_INQ~BAN\_CIT\_HELPDESK\_ANALYSTS~BAN\_WSULDAP\_INTERFACE~BAN\_WSUGEN\_GOATPAC\_MSTU~VIEWALL | H2502-H25025H25025-H25025H25208////////////////// | CIT\_HELPDESKSTU-STUDENT- C\_STU\_VREP\_SCRFIN-FINANCE- C\_FIN\_VREP\_SCRWSU WORKSPACE GROUP//////////////////////////////////////////CIT\_HELPDESKSTU-STUDENT- C\_STU\_VREP\_SCRFIN-FINANCE- C\_FIN\_VREP\_SCR | ***FINANCE PURSCDREQCOR***B-F-DOCS-PRINTB-F-DOCS-QRY-PO AND AMENDB-F-DOCS-QRY-REQB-F-DOCS-QRY-REQ SUPP DOCSW-F-FINSUPP-INDEXW-F-FINSUPP-PRINTW-F-FINSUPP-QRYW-F-FINSUPP-SCANW-F-PAF-QRYW-G-ORMCOI-QUERYW-G-ORMCOI-PRINT***SCD/DEPARTMENT***B-H-ID-INDEXB-H-ID-PRINTB-H-ID-QRY-DEPARTMENT DOCSB-H-ID-QRY-EQUAL OPPORTUNITY DOCSB-H-ID-QRY-FINANCE DOCSB-H-ID-QRY-IDENTITY DOCSB-H-ID-QRY-MEDICAL DOCSB-H-ID-QRY-PAYROLL DOCSB-H-ID-QRY-PERSONNEL DOCSB-H-ID-SCANB-S-ID-QRY-WSU TRANSCRIPT |
|  | **HELP DESK ANALYST*****PROFILE: (HDANALYST)***STU~VIEWALLFMS~FMS\_INQ~FAR\_INQ~BAN\_CIT\_HELPDESK\_ANALYSTS~BAN\_WSULDAP\_INTERFACE~BAN\_WSUGEN\_GOATPAC\_M |  | CIT\_HELPDESKSTU-STUDENTC\_STU\_VREP\_SCR | B-S-ID-QRY-WSU TRANSCRIPT |