# 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:

***Please submit all Banner Student Access Requests for review, verification of FERPA Student Data compliance, and access permission approval for processing to:***

***Amanda Pender*** ***GC0897@wayne.edu***

***All University staff receiving Banner Student Access Permissions must review and sign the digital FERPA Privacy Statement for Student Data form using the link below:***

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

***CONFIDENTIALITY FOR STUDENT DATA(1972 FERPA)***

***Access this digital form at:*** <https://academica.aws.wayne.edu/link/4ep>

1. The authorizer’s full legal name, title, department, and email address must be entered to indicate authorization for access, and the Applicant/User compliance with existing Wayne State University Policy 00-1 Acceptable Use of Information Technology Resources responsibilities.

*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.

***NOTE: Banner Finance (FMS/WAYNEBUY) and Human Resources (HRMS) new users should allow 48 to 72 hours before attempting to use their new account as there is an additional Application Security Controls setup implemented by Finance Business Operations (FBO–itech Support – Business Tech Solutions ).***