# [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](mailto: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](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** |
|  |  |

**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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|  |  |  |
| --- | --- | --- |
| 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](mailto:security@wayne.edu)) | [BANNER ACCESS PROFILE](mailto:security@wayne.edu)) | [BANNER ACCESS CLASS(ES)](mailto:security@wayne.edu)) **[(Security Office Use Only)](mailto:security@wayne.edu))** |
|  | **[INTAKETEAM](mailto:security@wayne.edu))** | **[BAN\_WSUSTU\_ADM](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_RULES\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_SOASBGI\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_TC\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_VALID\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_VALID\_STVSBGI](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_VALID\_TC\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_WEBAPP\_PUSH](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENP](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENP\_VALID\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENS](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENS\_VALID\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_INQ](mailto:security@wayne.edu))**  ***[BAN\_WSUGEN\_CONNECT](mailto:security@wayne.edu))***  ***[BAN\_WSUGEN\_INQ](mailto:security@wayne.edu))*** |
|  | **[TRANSFERCREDIT](mailto:security@wayne.edu))** | **[BAN\_WSUSTU\_ADM\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_RULES\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_SOASBGI](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_TC](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_TESTING\_SOATEST](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_TESTING\_VALID](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_VALID\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_VALID\_STVSBGI](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_VALID\_TC](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_WEBAPP\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENP](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENP\_VALID\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENS\_HOLD\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENS\_VALID\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_INQ](mailto:security@wayne.edu))**  ***[BAN\_WSUGEN\_CONNECT](mailto:security@wayne.edu))***  ***[BAN\_WSUGEN\_INQ](mailto:security@wayne.edu))*** |
|  | **[COLLIFELEARN](mailto:security@wayne.edu))** | **[BAN\_WSUSTU\_ADM](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_RULES\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_SOASBGI\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_TC\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_VALID\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_ADM\_VALID\_TC\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENP\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENP\_VALID\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENS\_HOLD\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENS\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENS\_VALID\_HOLD\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_GENS\_VALID\_INQ](mailto:security@wayne.edu))**  **[BAN\_WSUSTU\_INQ](mailto:security@wayne.edu))**  ***[BAN\_WSUGEN\_CONNECT](mailto:security@wayne.edu))***  ***[BAN\_WSUGEN\_INQ](mailto:security@wayne.edu))*** |

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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” users  who **require** **VIEW access to SSN**. A business reason is required  for 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**](mailto:au6361@wayne.edu)**” ]** |  |

**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-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** |  |