Instructions for Submitting University Security Access Request

1. Log in to **MySLU**
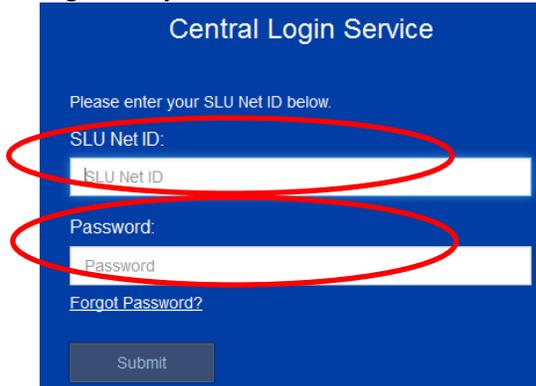
2. Click on the **Tools** Tab
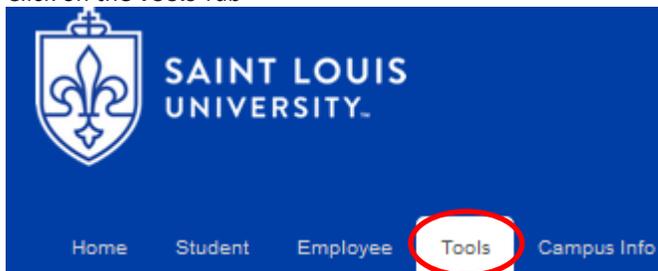
3. Click on **IT Service Request**

4. Click on "Submit a Service Request"

5. Click on "**Accounts and Access**"
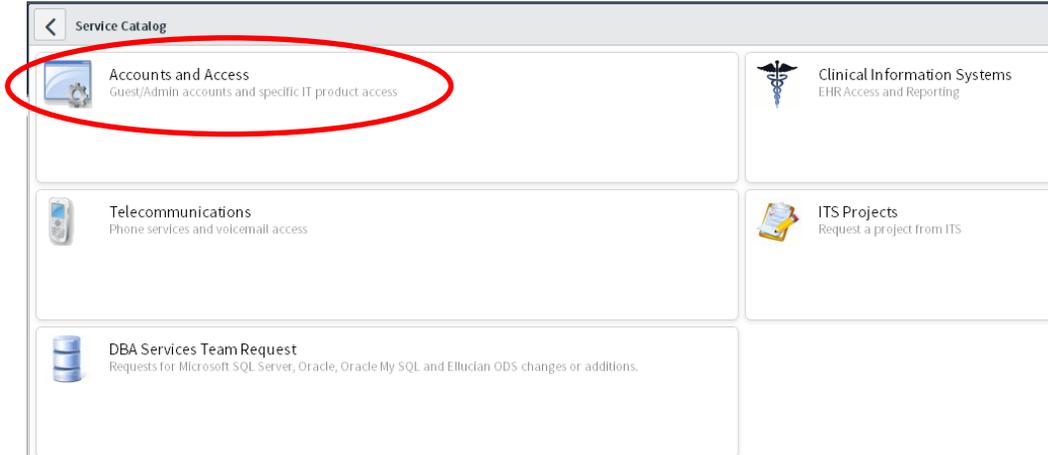
6. Scroll to the bottom of the page and click on "**University Security Access Request Form**"

7. At the top of the form, enter the **SLU Net ID** (username) for the employee and click Enter Key. Everything should populate for the employee.

8. Under **Functional Areas** indicate by checkmark the Options, Type of Request and Access Type (either production (PROD) or test) based on the security need.

9. Under **Manager Approval Information**, enter the Approver's SLU Net ID and click Enter Key. Everything should populate for the employee.

⊟ Manager Approval Information ⑦

  ✳ Approver's SLU Net ID
  ▶ please hit Enter on your keyboard to populate Approver's Name and Phone

  [   ]

  Approver's Name

  [   ]

  Approver's Phone

  [   ]

10. If **Banner (INB) access** is needed, select org(s), Banner Class, and/or type in "other Banner Classes" if not listed.

Banner (INB)

List all Departments the user needs access to for INB

▶ Please select the requested org name in the column on the left to highlight, click on the "arrow" pointing to the right in order to move selection to the right column. In order to remove an org name previously selected, click on the "arrow" pointing to the left. If you are unable to see the org, please type the first letter of the department you are looking for in the available field for better results. Then follow the above steps to move the selected department from the left column to the right column.

Available

🔍 [   ]

Available
1818 Program (D075)
A&S Graduate Education (D358)
Abdominal Transplant Center (D229)
Academic Advising & Support Servics (S33)
Academic Affairs (S07)
Academic Support (D102)
Admin. Adult Credit Program (D347)
Admin. Arts & Sciences (D072)
Admin. Doisy Health Sciences (D420)
Admin. Law School (D256)
Admin. Medical School (D192)
Admin. Nursing (D174)
Admin. Public Health (D281)
Admin. Public Service (D131)
Admin. Social Work (D006)
Admin. SPS (D126)
Admin. Summer Institutes (D081)
Admissions-Medical School (D241)

Selected

--None--

>
<

Options

☐ Timekeeping
☐ EPAF Originator
☐ EPAF Approvers
☐ Minimal QUERY Access to Departmental Information
☐ Minimal UPDATE Access to Departmental Information

Other Banner Classes

[   ]

11. Under **Additional INB Access**, identify if the following security access is needed: EPAF access (Originator and/or Approver), EPAF Approval Level, Salary Planner Access, PCON access and the specific orgs needed for Salary Planner (if applicable), Banner (Self-Service), COGNOS, Xtender, APPWORX, WebFOCUS, any Additional Comments and Other HR Webfocus Access in order for HRIS to better assist with the request.

ADDITIONAL INB ACCESS

EPAF ACCESS
- [ ] Originator
- [ ] Approver

EPAF APPROVAL LEVEL
- [ ] Dept
- [ ] Grad
- [ ] Exec
- [ ] REMOVE EPAF APPROVER ACCESS
- [ ] REMOVE EPAF ORIGINATOR ACCESS

SALARY PLANNER ACCESS
- ( ) Query
- ( ) Update

PCON

-- None --

List all Departments the user needs access to for Salary Planner

▶ Please select the requested org name in the column on the left to highlight, click on the "arrow" pointing to the right in order to move selection to the right column. In order to remove an org name previously selected, click on the "arrow" pointing to the left. If you are unable to see the org, please type the first letter of the department you are looking for in the available field for better results. Then follow the above steps to move the selected department from the left column to the right column.

Available

🔍

1818 Program (D075)
A&S Graduate Education (D358)
Abdominal Transplant Center (D229)
Academic Advising & Support Servics (S33)
Academic Affairs (S07)
Academic Support (D102)
Admin. Adult Credit Program (D347)
Admin. Arts & Sciences (D072)
Admin. Doisy Health Sciences (D420)
Admin. Law School (D256)
Admin. Medical School (D192)
Admin. Nursing (D174)
Admin. Public Health (D281)
Admin. Public Service (D131)
Admin. Social Work (D006)
Admin. SPS (D126)
Admin. Summer Institutes (D081)
Admissions-Medical School (D241)

Selected

--None--

> <

Banner (Self-Service)
- [ ] EPAFADMIN
- [ ] ADJADMIN
- [ ] HRMANAGER
- [ ] UPOPPAdminView
- [ ] GARECADMIN

COGNOS (Check COGNOS user groups)
- [ ] HR Faculty
- [ ] HR Faculty Admin Shared
- [ ] HR Faculty Affairs
- [ ] HR Faculty Graduate Education
- [ ] HR Faculty Medical Affairs
- [ ] HR Faculty eGAR
- [ ] HR Faculty eMOA
- [ ] Query Studio - Faculty

4

Other HR Cognos Access

APPWORX: Specific Access Change

WebFOCUS

☐ HR EXTERNAL REPORTS (Leave Balance reports for Approved Departments)

☐ HR EXTERNAL CONFIDENTIAL REPORTS (Confidential salary reports - must have access to salaries) (Emergency contact report)

☐ SALARY PLANNER REPORTS

Other HR Webfocus Access

12. If **PeopleAdmin** access is needed, identify Employee User Status, Access Type for Setup, User Groups needed, Level Access needed, Executive Level (if applicable), Division Level (if applicable), Department Level (if applicable) and/or Sub-Department Level (if applicable).

PeopleAdmin

Employee User Status:
☐ New User
☐ Existing User
☐ Remove User-access no longer required

Access Type for Setup:
☐ Faculty
☐ Staff
☐ Faculty & Staff

User Groups:
▶ Select all that apply for employee's required access
☐ Academic Dean
☐ Budget (only used by Budget Office)
☐ Hiring Managers
☐ Provost
☐ Search Committee Chair
☐ Search Committee Member
☐ SLU Medical Center Finance
☐ Vice President

Level Access For Setup:
☐ Executive Level
☐ Division Level
☐ Department Level
☐ Sub-Department Level

Executive Level

Available

🔍

Available
Madrid Vice President and Rector (E90)
President (E10)
Provost (E30)
Vice President for Medical Affairs (E40)
Vice President for Research (E70)
VP & Chief Information Officer (E75)
VP and Chief Financial Officer (E50)
VP Diversity & Community Engagement (E65)
VP for Facilities Services (E25)
VP-Development (E20)
VP-Enrollment and Retention Mgmt (E55)
VP-General Counsel (E15)
VP-Human Resources (E85)
VP-Marketing and Communications (E21)
VP-Mission and Ministry (E35)
VP-Student Development (E60)

Selected

--None--

Division Code:

Available

🔍

Available
Academic Advising & Support Servics (S33)
Academic Affairs (S07)
Alumni & Donor Engagement (S65)
Arts and Sciences (S02)
Athletics (S82)
Center for Advanced Dental Ed. (S15)
Center for Health Care Ethics (S16)
Center for Intercultural Studies (S19)
Center for Outcomes Research (S18)
Center for Sustainability (S17)
Chaifetz Arena (S79)
College for Public Hlth/Soc Justice (S11)
Community Relations (S69)
Cook School of Business (S03)
CPHSJ-Social Work (S01)
Development Principal Giving (S60)
Diversity and Community Engagement (S72)
Doisy College of Health Sciences (S13)

Selected

--None--

Department Code:

Available

🔍

Available
1818 Program (D075)
A&S Graduate Education (D358)
Abdominal Transplant Center (D229)
Academic Support (D102)
Admin. Adult Credit Program (D347)
Admin. Arts & Sciences (D072)
Admin. Doisy Health Sciences (D420)
Admin. Law School (D256)
Admin. Medical School (D192)
Admin. Nursing (D174)
Admin. Public Health (D281)
Admin. SPS (D126)
Admissions-Medical School (D241)
Advancement Systems (D497)
Aerospace & Mechanical Engineering (D562)
African-American Studies (D073)
Air Force ROTC (D133)
Alumni Engagement (D485)

Selected

--None--

Sub-Department Code:

Available

🔍

Available
1818 Program (D075)
A&S Graduate Education (D358)
Abdominal Transplant Center (D229)
Academic Support (D102)
Admin. Adult Credit Program (D347)
Admin. Arts & Sciences (D072)
Admin. Doisy Health Sciences (D420)
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Advancement Systems (D497)
Aerospace & Mechanical Engineering (D562)
African-American Studies (D073)
Air Force ROTC (D133)
Alumni Engagement (D485)

Selected

--None--

13. Please include in the **Additional Comments for HR Access Request** box any additional comments that were not captured in the current form or if additional clarification is needed in order to process the security request in a timely manner.

Additional Comments for HR Access Request

14. Once form has been completed, scroll to the top of the page and click on the Submit button to the right side of the screen

Order this Item

Submit

Contact hris@slu.edu with questions