Instructions for Submitting University Security Access Request

1. Log in to MySLU

   ![Central Login Service](image)

   - **SLU Net ID:**
     - Please enter your SLU Net ID below
   - **Password:**
     - Please enter your password.
   - [Forgot Password?]
     - Click to reset your password.
   - [Submit]

2. Click on the **Tools** Tab

   ![SAINT LOUIS UNIVERSITY](image)

   - [Home]
   - [Student]
   - [Employee]
   - [Tools]
   - [Campus Info]

3. Click on **IT Service Request**

   ![IT Service Request](image)

4. Click on "Submit a Service Request"

   - [Help Articles]
     - Browse self-help articles on the network, printing, password resets, and much more.
   - [Accounts and Access]
     - Get info on resetting your password, MFA PINS, and much more.
   - [Submit a Service Request]
     - Submit a Service Request for guest accounts, TGU drive requests, Clinical Database, and other requests.
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**

   - **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
   - Selected

   - **Options**
     - IRM Oversight
     - NEA Oversight
     - NEA Approver
     - Minimal UPDATE Access to Departmental Information
     - Minimal QUERY 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, APPWORKX, WebFOCUS, any Additional Comments and Other HR Webfocus Access in order for HRIS to better assist with the request.

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**EPAF ACCESS**
- [ ] Originator
- [ ] Approver

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

**SALARY PLANNER ACCESS**
- [ ] Query
- [ ] Update

**Banner (Self-Service)**
- [ ] EBFAADMIN
- [ ] ADJADMIN
- [ ] HRMANAGER
- [ ] UPGFIAdminView
- [ ] GAREADMIN

**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 eG4A
- [ ] Query Studio - Faculty

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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).
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.

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

*Contact *hris@slu.edu* with questions*