



Requesting Access to Apex Reporting

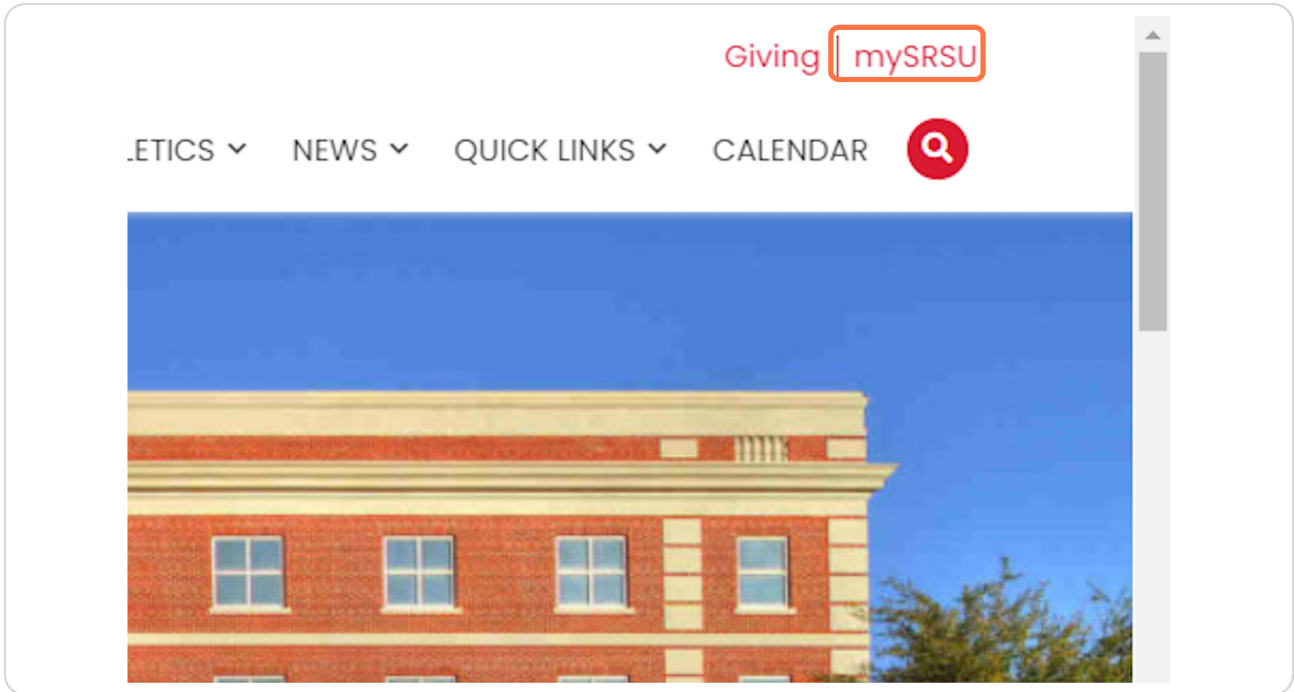
An Instruction Guide

Created with *Tango*
11 Steps 

Start on the Sul Ross State University website's homepage.

STEP 1

Click on mySRSU



STEP 2

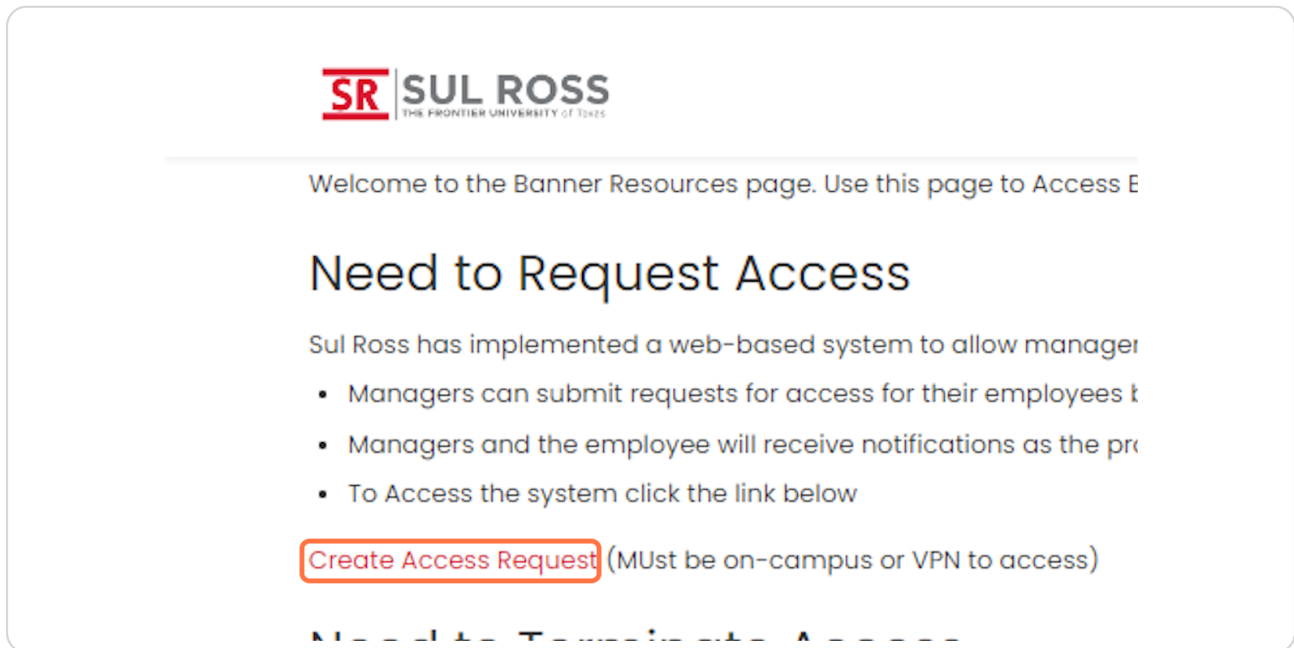
Sign in to your Sul Ross account.

STEP 3

Once you've been logged in to mySRSU scroll down a bit to find "Banner" under the section "SRInfo".

STEP 4

When on the Banner SRInfo page select "Create Access Request" to start the process of requesting access to various Ellucian systems.



SR | **SUL ROSS**
THE FRONTIER UNIVERSITY OF TEXAS

Welcome to the Banner Resources page. Use this page to Access E

Need to Request Access

Sul Ross has implemented a web-based system to allow manager

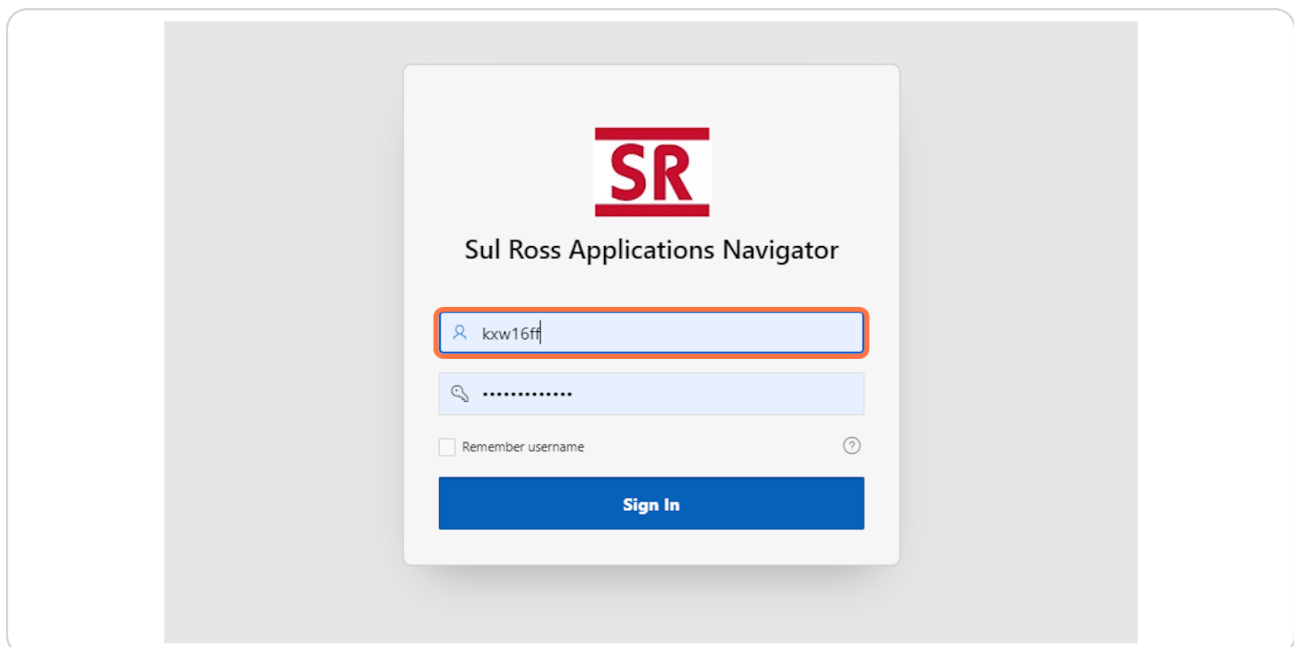
- Managers can submit requests for access for their employees t
- Managers and the employee will receive notifications as the pro
- To Access the system click the link below

Create Access Request (Must be on-campus or VPN to access)

Need to Request Access

STEP 5

Sign in once again using your SRSU login credentials.



SR

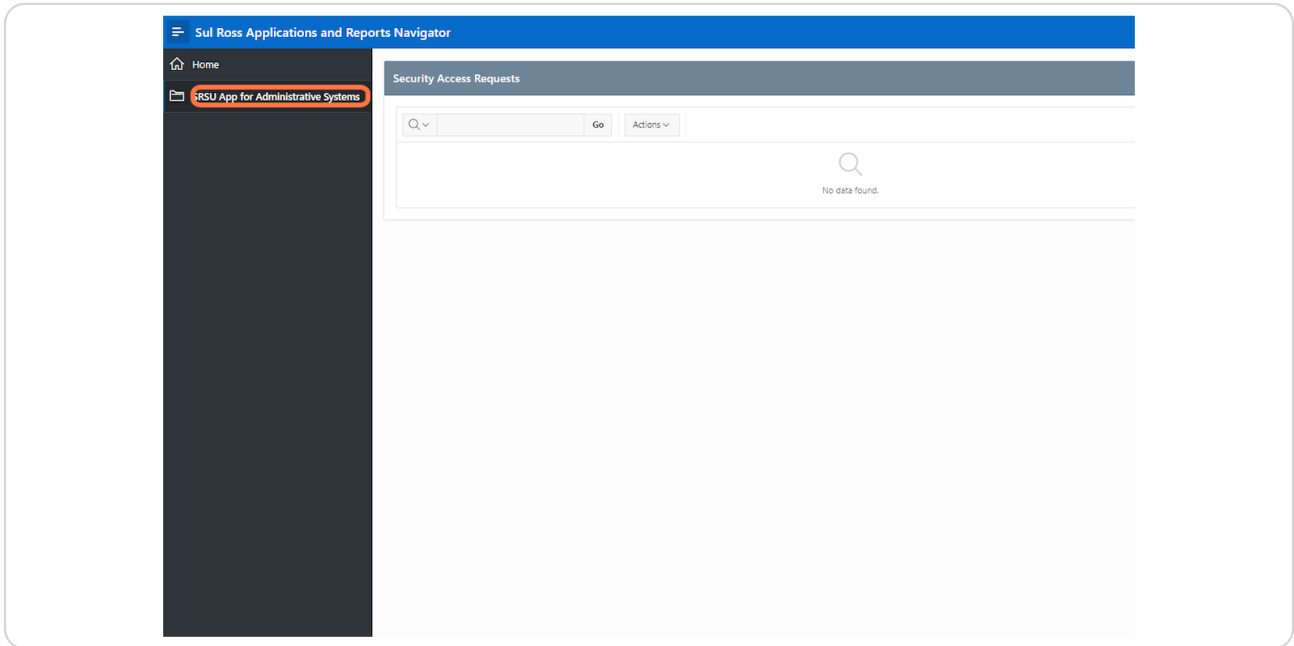
Sul Ross Applications Navigator

Remember username ?

Sign In

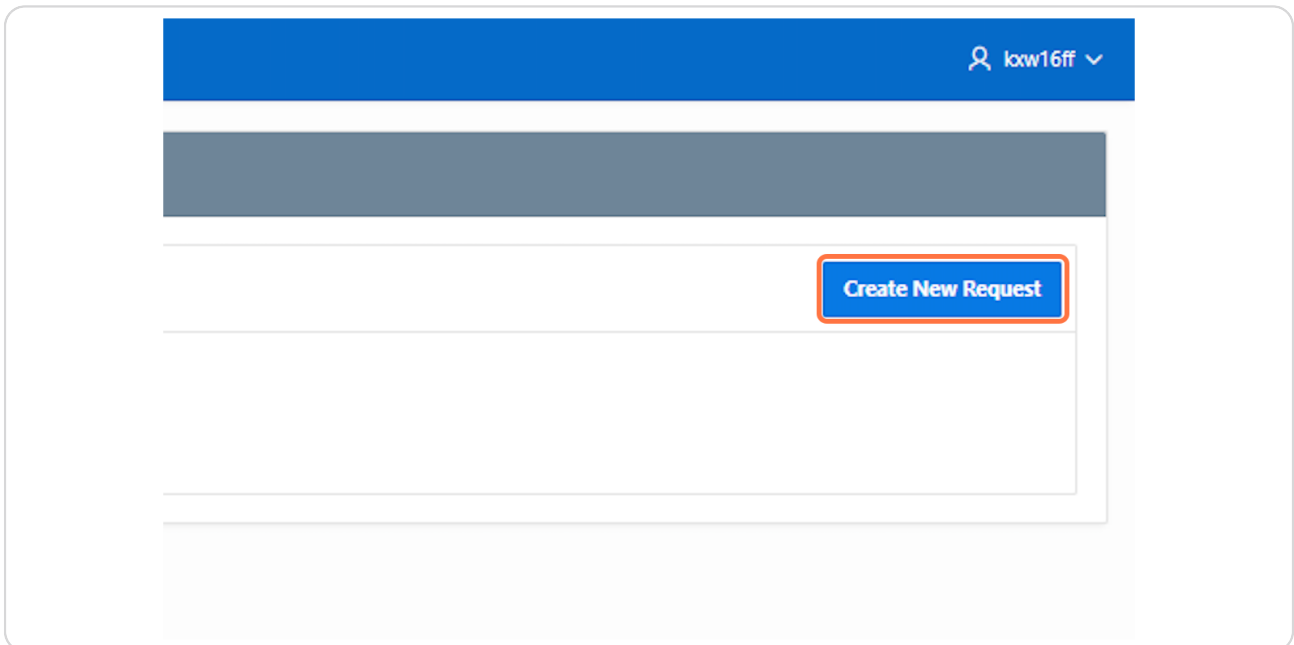
STEP 6

This request form runs through a portion of Apex. Select "SRSU App for Administrative Systems" to start a request.



STEP 7

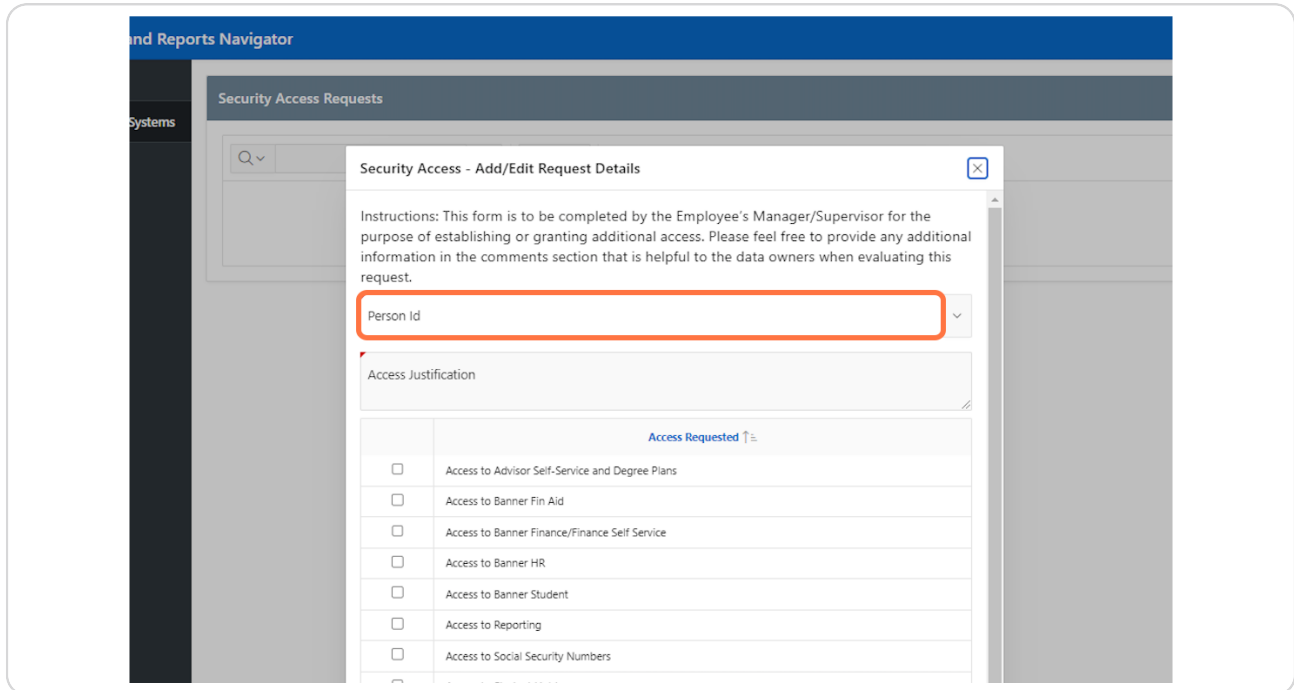
Click on "Create New Request".



STEP 8

Type in the first or last name of the individual that needs Ellucian access.

1. You cannot put yourself down since this request is only made by managers/supervisors.
2. You can try to use A# to search for individuals but it is not as consistent as someone's name.



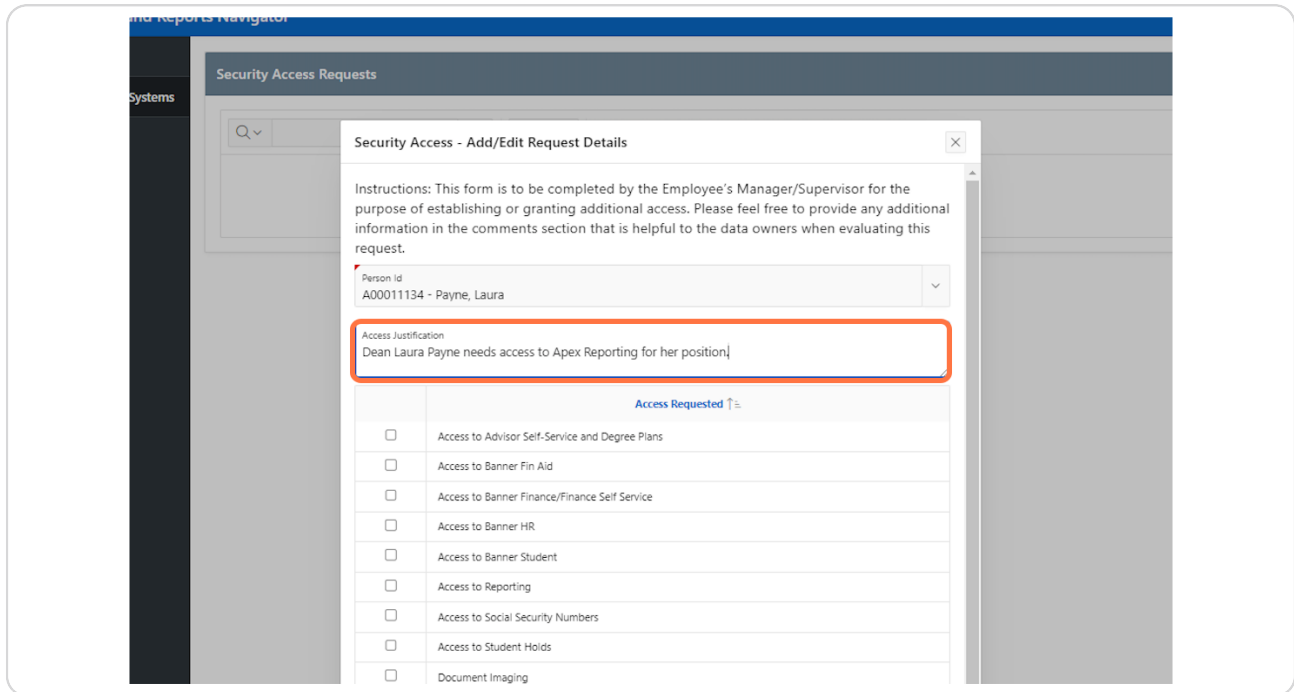
The screenshot shows the 'Security Access Requests' interface. A modal window titled 'Security Access - Add/Edit Request Details' is open. It contains instructions for the form, a search field for 'Person Id' (highlighted with a red box), an 'Access Justification' text area, and a table of 'Access Requested' items. The table lists various systems with checkboxes for selection.

Access Requested	
<input type="checkbox"/>	Access to Advisor Self-Service and Degree Plans
<input type="checkbox"/>	Access to Banner Fin Aid
<input type="checkbox"/>	Access to Banner Finance/Finance Self Service
<input type="checkbox"/>	Access to Banner HR
<input type="checkbox"/>	Access to Banner Student
<input type="checkbox"/>	Access to Reporting
<input type="checkbox"/>	Access to Social Security Numbers

STEP 9

Provide your justification for the access request in the box below "Person Id".

In this example, we've noted that Dean Laura Payne is the employee who needs access to the system.



The screenshot shows a web application interface for "Security Access Requests". A modal window titled "Security Access - Add/Edit Request Details" is open. It contains instructions for the form, a "Person Id" dropdown menu set to "A00011134 - Payne, Laura", and a text box for "Access Justification" containing the text "Dean Laura Payne needs access to Apex Reporting for her position". Below this is a table of access requests with checkboxes.

Security Access - Add/Edit Request Details

Instructions: This form is to be completed by the Employee's Manager/Supervisor for the purpose of establishing or granting additional access. Please feel free to provide any additional information in the comments section that is helpful to the data owners when evaluating this request.

Person Id
A00011134 - Payne, Laura

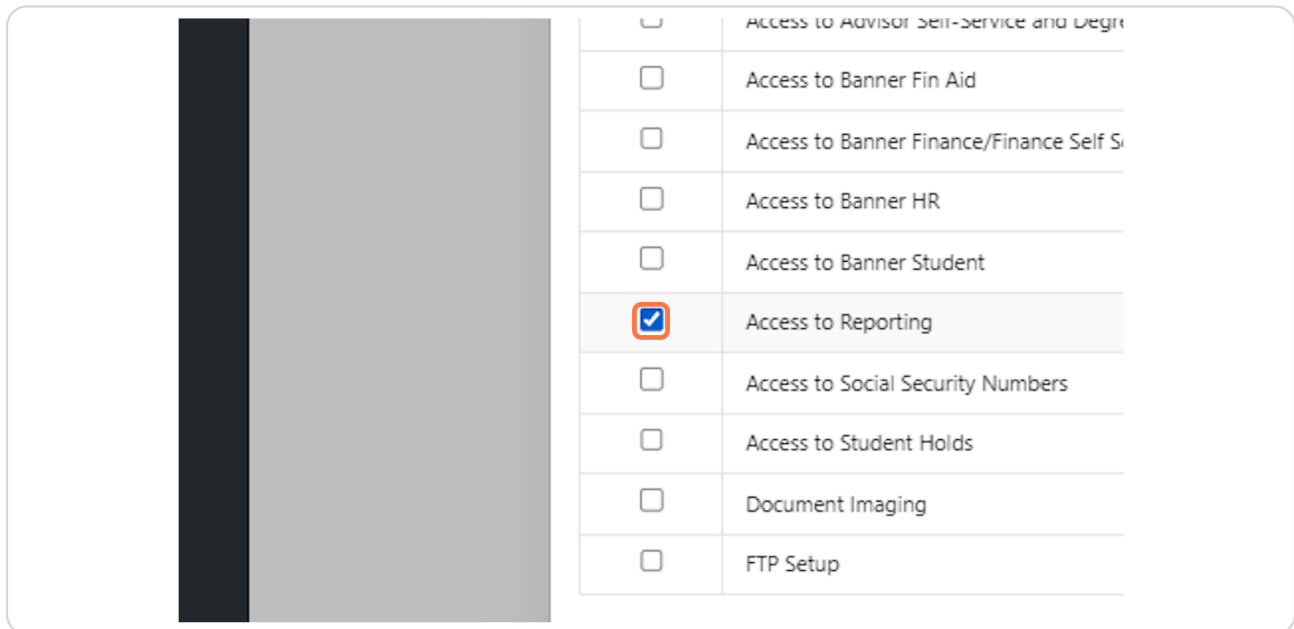
Access Justification
Dean Laura Payne needs access to Apex Reporting for her position

Access Requested ↑

<input type="checkbox"/>	Access to Advisor Self-Service and Degree Plans
<input type="checkbox"/>	Access to Banner Fin Aid
<input type="checkbox"/>	Access to Banner Finance/Finance Self Service
<input type="checkbox"/>	Access to Banner HR
<input type="checkbox"/>	Access to Banner Student
<input type="checkbox"/>	Access to Reporting
<input type="checkbox"/>	Access to Social Security Numbers
<input type="checkbox"/>	Access to Student Holds
<input type="checkbox"/>	Document Imaging

STEP 10

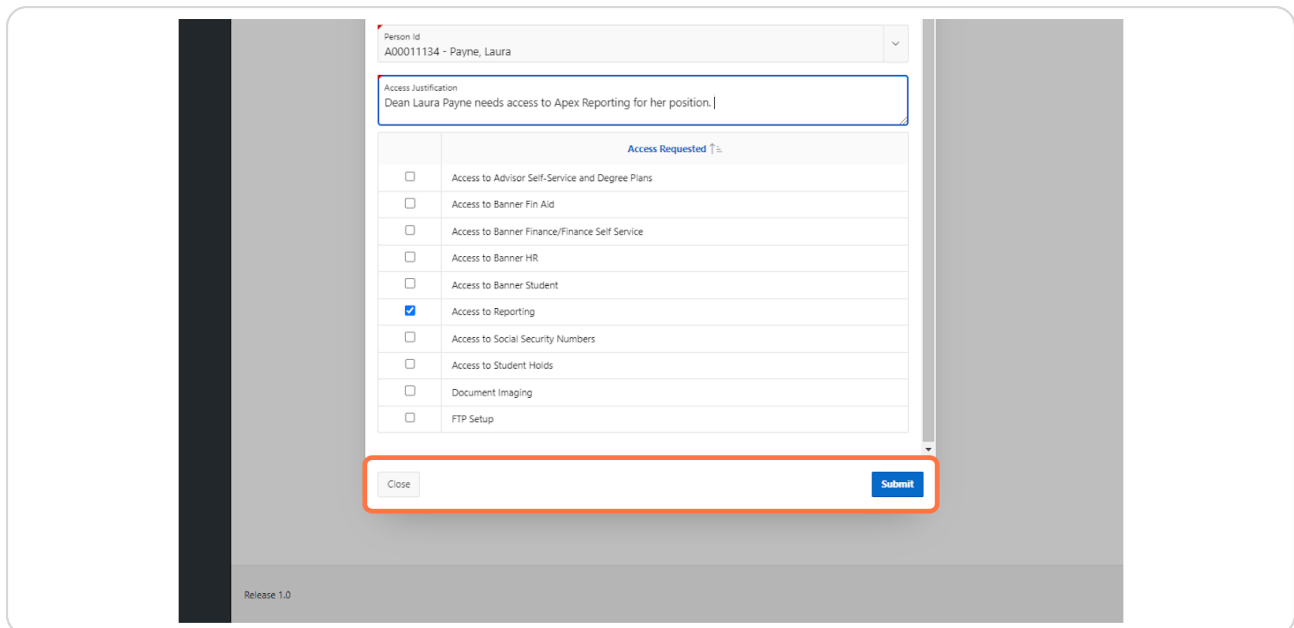
If you are wanting to request "Apex Reporting" access select the following option.



<input type="checkbox"/>	Access to Advisor Self-Service and Degree Plans
<input type="checkbox"/>	Access to Banner Fin Aid
<input type="checkbox"/>	Access to Banner Finance/Finance Self Service
<input type="checkbox"/>	Access to Banner HR
<input type="checkbox"/>	Access to Banner Student
<input checked="" type="checkbox"/>	Access to Reporting
<input type="checkbox"/>	Access to Social Security Numbers
<input type="checkbox"/>	Access to Student Holds
<input type="checkbox"/>	Document Imaging
<input type="checkbox"/>	FTP Setup

STEP 11

Hit "Submit" when you've selected all of the options that apply. Be sure to include justification for all of the systems that you're requesting access to.



Person Id
A00011134 - Payne, Laura

Access Justification
Dean Laura Payne needs access to Apex Reporting for her position.

Access Requested 1/1

<input type="checkbox"/>	Access to Advisor Self-Service and Degree Plans
<input type="checkbox"/>	Access to Banner Fin Aid
<input type="checkbox"/>	Access to Banner Finance/Finance Self Service
<input type="checkbox"/>	Access to Banner HR
<input type="checkbox"/>	Access to Banner Student
<input checked="" type="checkbox"/>	Access to Reporting
<input type="checkbox"/>	Access to Social Security Numbers
<input type="checkbox"/>	Access to Student Holds
<input type="checkbox"/>	Document Imaging
<input type="checkbox"/>	FTP Setup

Close Submit

Release 1.0