University of Minnesota

Self-Help Guide

Enterprise Access Requests: Complete an Access Request Form (ARF)

Obtain secure access to the University's enterprise systems, including PeopleSoft, Data Warehouse, and reporting systems.

Provisioning and Requests (PAR) manages information access and system security for the University's enterprise systems, including PeopleSoft, Data Warehouse, and reporting systems. We partner with the Student, Financial and Human Resources Data Custodians to respond to your access needs.

Additional Resources

- Approve Access Request Forms and Service Requests Forms self-help guide
- Change of Employment Status (COES) ARF
    - Any change in an employee’s status requires the submission of the COES form. Submission does not affect HR status, only system access.

Instructions and Forms

Step 1 - Determine the Correct Forms

Do you know which Access Request Form to use?

Introduction and Summary

Yes **No**

Get help finding the correct form from the helpline of the system you are trying to access.

Go to Step 2.

To help determine the form you need, you may need to provide information about your job duties, the system you want to access, or the task you want to perform.

- Human Resources Helpline: (612) 624-8647
- Student Systems & Data help: cctraining@umn.edu
- University Financial Helpline: (612) 624-1617

Step 2 - Find and Submit Your Form

Student Systems and Data

Introduction and Summary

Training is required for most access to Student PeopleSoft, as well as other student data systems.

- Find information and register for student systems training. Note: Student Data Inquiry is the required base training for access to any PeopleSoft student information.
- Complete training before submitting an Access Request form.
- Contact Academic Support Resources training at cctraining@umn.edu for questions about required courses.

Instructions

1. Complete any required training for access.
2. Fill out the appropriate Access Request Form(s) from the list below.
    - If the form is filled out by someone other than the person requesting access (the user), the user will be asked to approve via email.
    - The supervisor is asked to approve access via email.

    - The Key Contact is asked to approve access via email. (Note: it's possible the Key Contact will contact the supervisor or employee to confirm the level of access necessary).
    - A provisioning specialist will notify the user of any missing training requirements.
    - A provisioning specialist will complete the request and notify the user via email.
    - The supervisor must complete a Change of Employment Status (COES) ARF for the user if/when approved access is no longer needed due to a change in employment status or job duties.

Access Request Forms

Student PeopleSoft ARFs

- Student PeopleSoft Roles ARF (for most users)
- Student PeopleSoft Profiles ARF

Other Student Applications

- APLUS ARF
- APAS ARF
- Collaborative Class Scheduling (CCS) ARF
- Coursedog ARF
- DeptID for STAR ARF
- Education Abroad ARF
- Promotional Scholarship ARF
- Reporting Center ARF
- Scholarship Entry ARF
- uAchieve Client ARF
- UM Analytics ARF

Student Data Warehouse Tables

Complete the Data Warehouse ARF to request access to the following tables:

- ADM/Prospective Student (DWAD)
- Course (DWSR)

- DARwin (DWDW)
- Education Abroad (DWEA)
- Financial Aid (DWFA)
- Graduate School (DWGR)
- Non-Credit (DWNC)
- Program & Curriculum (DWPC)
- Student Enrollment (DWSA)
- Student Financials (DWSF)
- Student Loans (DWSL)
- Student Selector (DWSS)
- Tuition Attribution (DWTA)

HR Human Resources Systems and Data

Introduction and Summary

Instructions

Find the correct form(s) below. Forms can be completed online.

HR PeopleSoft for Most Users

- HR PeopleSoft HR Unit Roles

HR PeopleSoft for Specific Departments

- Peoplesoft HR Access for Specific Units & Departments

If your department is not listed below, use the "HR PeopleSoft for most users" form above. Forms submitted by unauthorized persons and/or departments will not be processed.

- AHC, Dentistry, Nursing or Med School (UMP access)
- ASR - Campus Fin Aid Offices
- ASR - Financial Aid staff
- ASR - Student Financials staff
- CTLS

- EFS Customer Support staff
- Facilities Management staff
- ISSS staff
- MN Extension staff
- OVPR staff
- Sponsored Projects staff

HR Applications

- HR Data Warehouse (DWHR)
- Payroll Data Warehouse (DWPY)
- Reporting Center

EFS Financial Systems and Data

Introduction and Summary

- See the Controller's Office website

MyU Portal

Introduction and Summary

To manage content or news for MyU Portal, click on one of the links below to request access.

Access is granted based on job need. You will be asked to summarize the type of work you need to do in MyU and indicate who your approving supervisor is.

- Portal Administrator
- Campus News Content Authoring
- Campus Page Content Admin

Additional Applications & Data Warehouse Tables

Introduction and Summary

Instructions

Find the correct Access Request Forms (ARFs) below. ARFs can be completed online.

Data Warehouse Tables

- Capital Projects (DWCP)
- Inventory (DWIN)
- Social Security Number (DWSN)
- U Stores (DWUS)

Additional Applications

- CCAD ARF (IT Admin Support (Parking IT and OIT))
- Canvas information
- Duo for Enterprise ARF
- Effort Certification ARF (ECRT)
- IT Hosted Databases ARF
- ITG Center ARF
- My-Account Support Roles ARF
- Perceptive Content/Experience ARF
- Reporting Center ARF
- Quality Center ARF
- Real Time Directory ARF
- REPA Reports
- UM Analytics ARF

Restricted Access

Introduction and Summary

Instructions

Find the correct form below. Forms can be completed online.

Forms

- Boomi ARF
- Internal Audits ARF
- Enterprise Data Warehouse (EDW) ARF
- Jadu Central Forms and Jadu Connect Workflow ARF
- OIT Staff Access Profiles ARF
- PeopleSoft Oracle Database READ Access ARF
- Sign In As ARF
- Web Spoofing ARF

Change of Employment (COES)

Introduction and Summary

- Change of Employment (COES)

Step 3 - Get Approved

Wait for Approvals

Introduction and Summary

1. The person for which access was requested and their supervisor will be asked to approve access via email.
2. The approver will be contacted to confirm the level of access necessary.
3. The supervisor or provisioning specialist will notify you of any training requirements.
4. A provisioning specialist will complete the request and notify the user via email.