Argos User Access Dashboard

Submitting Banner Access Requests vis ARGOS Access Form

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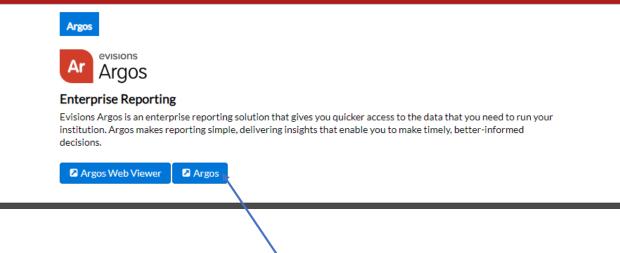
Log into MyMarist

Banner Services

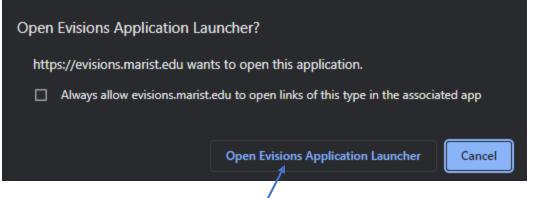


Internet Native Banner (INB - Admin Pages) Self Service Banner (SSB) Evisions (Argos,Intellecheck,Formfusion) Banner Workflow Banner Environment Banner Document Management (BDM) NOLIN DataTransfer

Click on Evisions



Click on Argos – do not use Argos Web Viewer



Click on Open Evisions Application Launcher

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Click on General folder

Once the General folder is expanded, you will see User Access Dashboard at the bottom on the list of reports that you have access to

≱ 🚷 User Access Dashboard

Click on the User Access Dashboard arrow to open the folder

User Access Dashboard
 Dashboard

Now you will click on Dashboard

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You will see the following come up on your screen, click on Run Dashboard

Dashboard Report	
Options: Options: Options:	
User Access Request Argos, Banner, BDM, ePaf, Finance Fund/Org, Intellicheck, Nolij, SSN, Time Approver, WebTailor, Workflow Enter the Employee's Cwid, Last Name, Ldap Id, or Position then click search. *If the position is vacant, you can only search using position#.	
Cwid: OR *Position:	
OR	
Last Name: OR Search	
LDAP Id:	
Select the employee or position below and then click Continue	
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Enter CWID or Last Name or LDAPID as noted or Position Number then click Search

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Highlight the name of the employee you are working with, once it highlights with blue, hit continue

Instructions

STEP 1 - For a new employee, always verify their Existing Access first.

If existing access exists, check the box to remove all existing access or navigate to **General Access** to modify it accordingly.

STEP 2 – To Grant access

For a NEW Traditional Employee (9XXXXX position number) Navigate to **Position Access**

If position access is blank - navigate to General Access and then Add General Access

If position access has too little access - navigate to General Access and then Add General Access

If position access has too much access - navigate to General Access and then Remove Position Access

For Temps, Student Employees, and Vendor access Navigate to General Access

Then to Add General Access

STEP 3 – to Grant SSN, ePaf, Time Approver, or Finance Fund/Org access Navigate to Other Access

Please print and save to pdf all forms required to modify the employee's access.

Use of the General forms REQUIRE the corresponding Signature page be submitted with the proper signatures. The employee's supervisor or the Data Custodian is required to email the printed forms saved as pdfs with the required signatures to the helpdesk authorizing the access. If you are just submitting the existing or position access forms, no signatures are required.

Ar User Access Dashboard (5).Dashboard
Dashboard Options:
MARIST User Access Request Instructions Back to Main
VIEW or REMOVE any employee's existing access here Existing Access
When removing access be sure to check the box at the bottom of the form indicating removal. The employee's supervisor or the Data Custodian is required to email the printed form saved as a pdf to the helpdesk. No signature is required.
GRANT or MODIFY POSITION access for a NEW Traditional Employee (9XXXXX position number) here Position Access
GRANT or MODIFY access for a Temps, Student Employee, or Vendor here General Access Be sure to indicate that it is a temporary change and the access expiration date at the bottom of the form. Submit to the Helpdesk with the corresponding Signature Page containing the required signatures.
GRANT SSN, ePaf, Time Approver, or Finance Fund/Org access here Other Access These forms ALL require signatures and should be emailed where indicated on the form.

Follow menu above:

Example – To View or Remove Existing Access – click on Existing Access

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To **Remove Access** check the box at the bottom of the form to remove all exiting access. The employee's supervisor or the Data Custodian is required to email the printed form saved as a pdf to the helpdesk. **No signature is required.**

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To Add Access to this position, click on Position Access

*This only populates for existing unique positions that begin with 9.

Signatures are NOT required, however, the Supervisor or Data Custodian must send an email with the printed form saved as a pdf to the helpdesk to grant access.

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Select all access that you are requesting to be added – use CNTRL when selecting multiple classes,

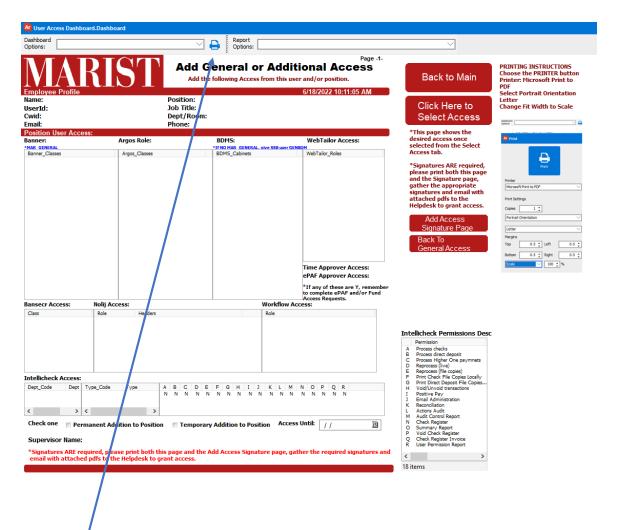
Once you have selected all access that you want to request, click Back to Add General Access

*You *must* select something from each category. If *no access* is needed from a category, select

None.

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When this screen comes up, you will now see the access that you have requested to be added and you will need to check Permanent Addition to Position or Temporary Addition to Position



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Update Printer to Microsoft Print to PDF

Update to Landscape Orientation to Portrait Orientation

Update Fit Width to Scale

Save to your computer and then email these requests to the Help Desk as attachments.

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	K Reconciliation L Actions Audit
Check one Permanent Addition to Position Temporary Addition to Position Access Until // I Supervisor Name: **Signatures ARE required, please print both this page and the Add Access Signature page, gather the required signatures a email with attached pdfs to the Helpdesk to grant access. ************************************	M Audi Control Report N Chack Register D Vid Chack Register C Chack Register Invoice R User Permission Report C Chack Register Invoice R User Permission Report

Now you click Add Access Signature Page

*required for all General Access Changes

Ar User Access Dashboard (5).Dashboard					
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Signature:		Date:			
Student Financial Services Data Custodian Banner, etc: Argos:	n: Joseph Weglarz - Donnelly 200				
Signature:		Date:			
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*Print and save the Add Access Signature page (required for General Access Changes to the Position).

Please collect all **Required** signatures.

All signatures may not be required. Signatures are based on Access selected.

If you also need to **Remove General Access**, click on

Back To	
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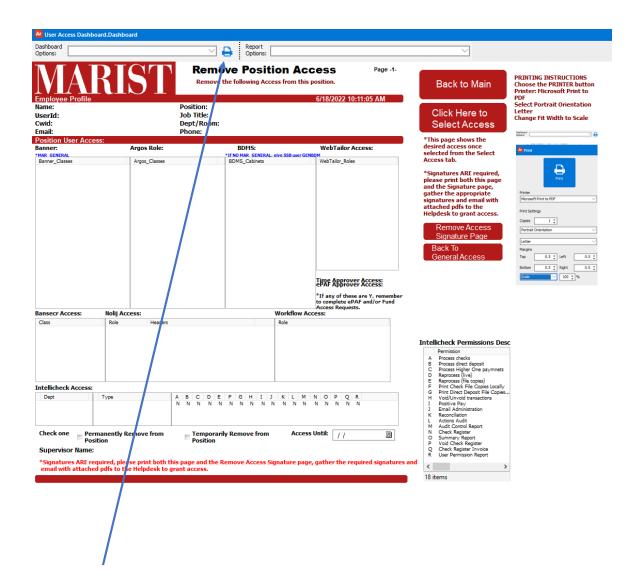
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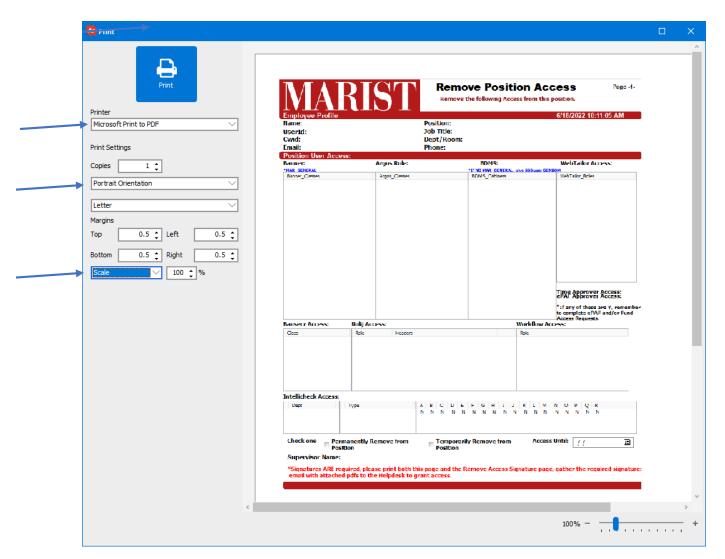
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When this screen comes up, you will now see the access that you have requested be removed and you will need to check Permanently Remove from Position or Temporarily Remove from Position



Print to pdf



Update Printer to Microsoft Print to PDF

Update to Landscape Orientation to Portrait Orientation

Update Fit Width to Scale

Save to your computer and then email these requests to the Help Desk as attachments.

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Now you click Remove Access Signature Page

*required for all General Access Changes

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*Print and save the Remove Access Signature page (required for General Access Changes to the Position).

Please collect all **Required** signatures.

All signatures may not be required. Signatures are based on Access selected.

Other Access

A Testing "User Access Dashboard"	
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Line Officer Approval: Signature:	Date:
EVP/AVP Approv. I: Geoffrey L Brackett - Greystone/ Thomas S Wermut	
Signature:	Date:
IT Security Officer Approval: En ily A Harris - Donnelly 258F	
Signature:	Date:
Information Technology - Security Office Use	
Implemented By(print name):	
Signature:	Date:
Check box to Allow SSN Access	
1	

Click in box and type in reason for having SSN access

Signatures are required. The employee's supervisor or the Data Custodian is required to email the printed form saved as a pdf to the helpdesk.

Ar User Access Dashboar	rd.Dashboard	
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Signatures are required. The employee's supervisor or the Data Custodian is required to email the printed form saved as a pdf to the Business Office.



Signatures are required. The employee's supervisor or the Data Custodian is required to email the printed form saved as a pdf to the Human Resources Office.

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Now you click Back to Main

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Clear Form and move to proceed with next request