

Argos User Access Dashboard

Submitting Banner Access Requests via ARGOS Access Form

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Log into MyMarist

Banner Services

Banner 9 - *Recommended browser is Chrome*

- Internet Native Banner (INB - Admin Pages)
- Self Service Banner (SSB)
- Evisions (Argos, Intellectcheck, Formfusion)
- Banner Workflow
- Banner Environment
- Banner Document Management (BDM)
- NOLM Data Transfer


Click on Evisions

Argos



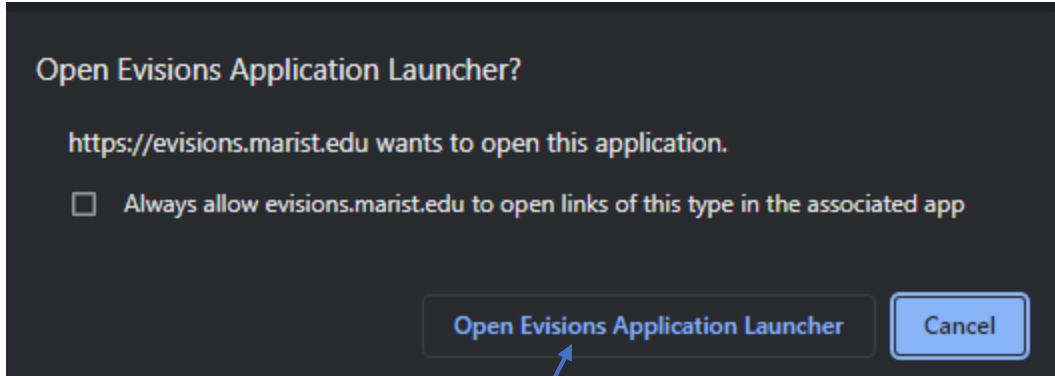
Enterprise Reporting

Evisions Argos is an enterprise reporting solution that gives you quicker access to the data that you need to run your institution. Argos makes reporting simple, delivering insights that enable you to make timely, better-informed decisions.

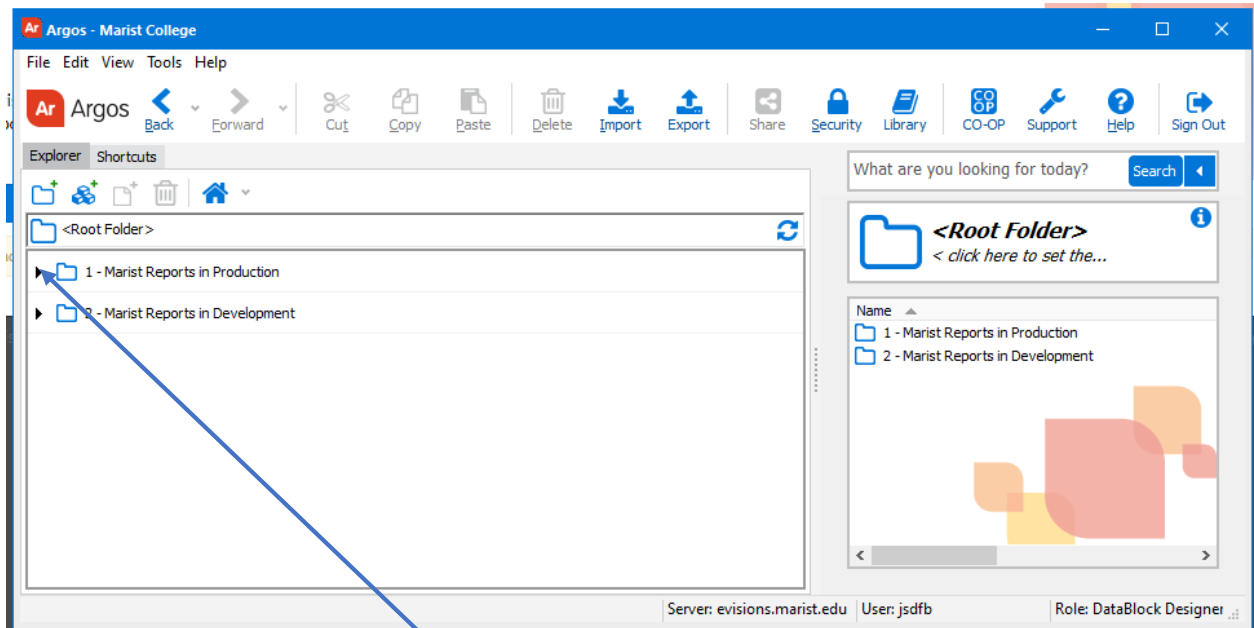
 Argos Web Viewer

 Argos

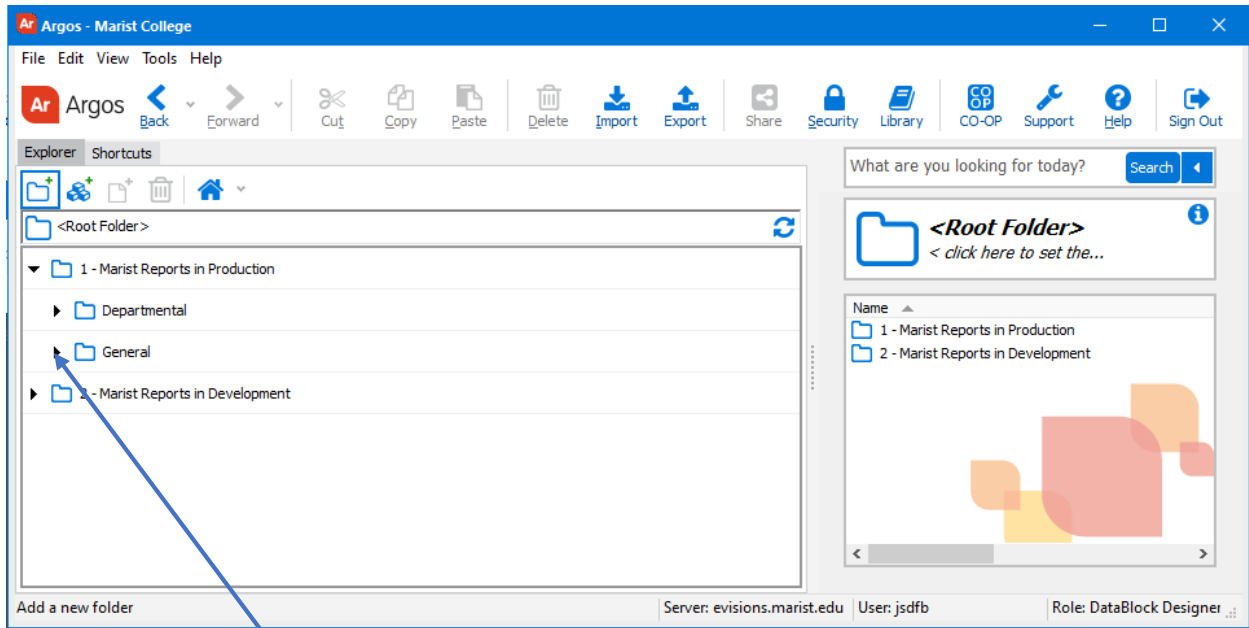
Click on Argos – do not use Argos Web Viewer



Click on Open Evisions Application Launcher

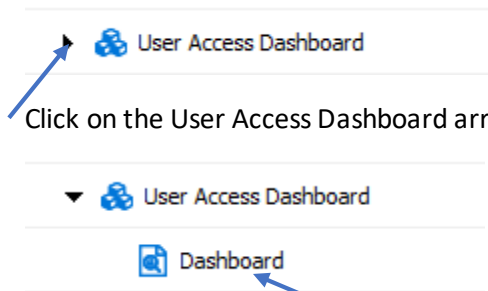


Click on Marist Reports in Production



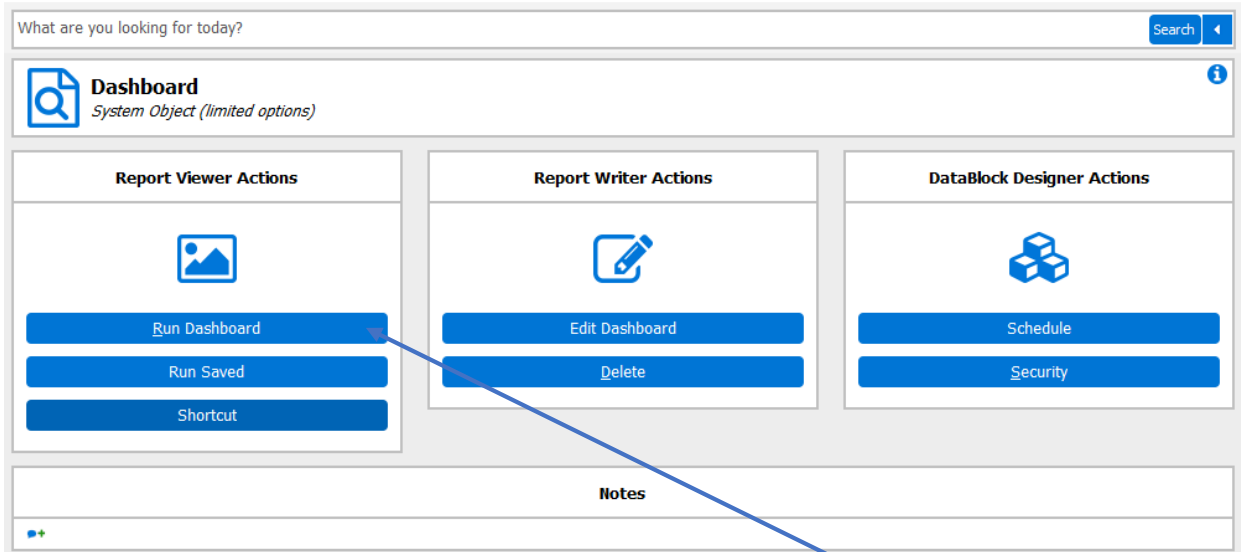
Click on General folder

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



Click on the User Access Dashboard arrow to open the folder

Now you will click on Dashboard



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

User Access Dashboard.Dashboard

Dashboard Options: Report Options:

MARIST **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
LDAP Id:

Select the employee or position below and then click Continue

FILLED_IND	POSITION	POSITION_DEPT	POSITION_TITLE	EMPLOYEE	CWID	USERID	ROOM	TELE	EMAIL

Clear Form

Enter CWID or Last Name or LDAP ID as noted or Position Number then click Search



User Access Request

Argos, Banner, BDM, ePaf, Finance Fund/Org, Intellicheck, Noli, 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
LDAP Id:

Select the employee or position below and then click

FILLED_IND	POSITION	POSITION_DEPT	POSITION_TITLE	EMPLOYEE	CWID	USERID	ROOM	TELE	EMAIL

Once information is entered click Search



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: [input] OR *Position: [input]
OR
Last Name: [input: marist] [Search]
OR
LDAP Id: [input]

Select the employee or position below and then click **Continue**

FILLED_IND	POSITION	POSITION_DEPT	POSITION_TITLE	EMPLOYEE	CWID	USERID	ROOM	TELE	EMAIL
Vacant				Marist, Mary	10000286	kbt6y			Mary.Marist
Vacant				Marist, Michael	10105644	kb89f			Michael.Ma

Clear Form

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.



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

Av User Access Dashboard.Dashboard

Dashboard Options: Report Options:

MARIST

Existing User Access

Employees "EXISTING ACCESS" is as follows. Page -1-

Employee Profile 6/18/2022 10:11:05 AM

Name: _____ Position: _____
 UserId: _____ Job Title: _____
 Cwid: _____ Dept/Room: _____
 Email: _____ Phone: _____

Existing User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
<small>*MAR_GENERAL</small> Banner_Classes	Argos_Classes	<small>*IF NO MAR_GENERAL, give 558 user GENBDM</small> BDMS_Cabinets	WebTailor_Roles

Time Approver Access: _____
ePAF Approver Access: _____
Fund/Org Access: _____

Bansecr Access:	Itolij Access:	Workflow Access:
Class	Role	Role

Intellicheck Access:

DEPT	TYPE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R

Supervisor Name: _____ Check to REMOVE ALL EXISTING ACCESS

*Signature is not required, however, the Supervisor, or Data Custodian must send email with attached pdf to the Helpdesk to remove access.

Back to Main

Back to Instructions

*This page shows the employees existing access. Print this page and check to remove all.

To grant access use the Position Access tab.

*Signatures are not required, however, the Supervisor, or Data Custodian must send an email with attached pdf to the Helpdesk to remove access.

Position Access

PRINTING INSTRUCTIONS
 Choose the **PRINTER** button
 Printer: Microsoft Print to PDF
 Select Portrait Orientation
 Letter
 Change Fit Width to Scale

- Intellicheck Permissions Desc**
- A Permission
 - B Process checks
 - C Process direct deposit
 - D Process Higher One payments
 - E Reprocess (live)
 - F Reprocess (file copies)
 - G Print Check File Copies Locally
 - H Print Direct Deposit File Copies...
 - I Void/Unvoid transactions
 - J Positive Pay
 - K Email Administration
 - L Reconciliation
 - M Actions Audit
 - N Audit Control Report
 - O Check Register
 - P Summary Report
 - Q Void Check Register
 - R Check Register Invoice
 - S User Permission Report

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.**

AP User Access Dashboard.Dashboard

Dashboard Options: [] Report Options: [] Page -1-

MARIST

Existing User Access

Employees "EXISTING ACCESS" is as follows.

Employee Profile 6/18/2022 10:11:05 AM

Name: [] Position: []
 UserId: [] Job Title: []
 Cwid: [] Dept/Room: []
 Email: [] Phone: []

Existing User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*IT NO MAR_GENERAL, olve SSB user GENBDM BDMS_Cabinets	WebTailor_Roles

Time Approver Access:
 ePAF Approver Access:
 Fund/Org Access:

Bansecr Access: **Nolij Access:** **Workflow Access:**

Class	Role	Headers	Role

Intellicheck Access:

DEPT	TYPE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R

Supervisor Name: [] Check to REMOVE ALL EXISTING ACCESS

*Signature is not required, however, the Supervisor, or Data Custodian must send email with attached pdf to the Helpdesk to remove access.

PRINTING INSTRUCTIONS
 Choose the **PRINTER** button
 Printer: Microsoft Print to PDF
 Select Portrait Orientation
 Letter
 Change Fit Width to Scale

Back to Main
Back to Instructions

*This page shows the employees existing access. Print this page and check to remove all.

To grant access use the Position Access tab.

*Signatures are not required, however, the Supervisor, or Data Custodian must send an email with attached pdf to the Helpdesk to remove access.

Position Access

Intellicheck Permissions Desc

- Permission
- A Process checks
- B Access direct deposit
- C Process Higher One paymnts
- D Reprocess (live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies...
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

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.

User Access Dashboard.Dashboard

Dashboard Options: [Dropdown] Report Options: [Dropdown]

MARIST

Access for this Position

Page -1- This "POSITION" has the following access.

6/18/2022 10:11:05 AM

Employee Profile

Name: Position: UserId: Job Title: Cwid: Dept/Room: Email: Phone:

Position User Access:

Banners:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*IF NO MAR_GENERAL, else SSB user GENBDM BDM_Cabinets	WebTailor_Roles

Bansecr Access: **Nolij Access:** **Workflow Access:**

Bansecr	Role	Nolij_Headers	Role

Time Approver Access:
ePAF Approver Access:
Fund/Org Access:
*If any of these are Y, remember to complete ePAF and/or Fund Access Requests.

Intellicheck Access:

Dept	Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R

Supervisor Name:

*Signatures are not required, however, the Supervisor, or Data Custodian must send email with attached pdf to the helpdesk to grant access.

Back to Main **Back to Instructions**

*This page shows the access required for the employees position.
If no access is shown on the Position Access page, please select desired access using the General Access Tab.
To add additional access to this position, whether temporary or permanent, please select additional access using the General Access Tab.
*Signatures are not required, however, the Supervisor, or Data Custodian must send an email with attached pdf to the Helpdesk to grant access.

PRINTING INSTRUCTIONS
Choose the **PRINTER** button
Printer: Microsoft Print to PDF
Select Portrait Orientation
Letter
Change Fit Width to Scale

Print

Printer: Microsoft Print to PDF
Print Settings: Copies: 1, Portrait Orientation
Letter
Margins: Top: 0.5, Left: 0.5, Bottom: 0.5, Right: 0.5
Scale: 100%

Back to Existing Access **To General Access**

Intellicheck Permissions Desc

- Permission
- Process checks
- B Process direct deposit
- C Process Higher One paymmts
- D Reprocess (live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies...
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

To **Modify Access**, OR if position Access is blank
Click on General Access



User Access Request

[General Access](#)

[Add General Access](#)

[Remove Position Access](#)

[Back to Instructions](#)

[Back to Main](#)

[Add Access Signature Page](#)

[Remove Access Signature Page](#)

Add General Access Form

For a Temp, Student employee, or Vendor.

Please be sure to indicate that it is a temporary change and the access expiration date at the bottom of the form.

This form requires the appropriate Data Custodian signatures.

OR

To add required access for a Traditional Employee's position (with a 9XXXXX position number) not indicated on the Position Access Form. Please be sure to indicate whether it is a temporary change or a permanent change for the position on the bottom of the form. This form requires the appropriate Data Custodian signatures on the Add Access Signature Page.

Remove Position Access Form

This form should only be used to remove specific access associated with an employee's position that it no longer required.

Be sure to indicate whether it is a temporary change or a permanent change for the position on the bottom of the form.

This form requires the appropriate Data Custodian signatures on the Remove Access Signature Page.

NOTE: Both these 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.

Click on **Add General Access**

User Access Dashboard.Dashboard

Dashboard Options: Report Options:

MARIST Add General or Additional Access Page -1-
 Add the following Access from this user and/or position.

Employee Profile 6/18/2022 10:11:05 AM

Name: _____ Position: _____
 UserId: _____ Job Title: _____
 Cwid: _____ Dept/Room: _____
 Email: _____ Phone: _____

Position User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*IF NO MAR_GENERAL, alive 558 user GENBDM BDMS_Cabinets	WebTailor_Roles

Time Approver Access:
ePAF Approver Access:
 *If any of these are Y, remember to complete ePAF and/or Fund Access Requests.

Bansecr Access:	Nolij Access:	Workflow Access:
Class	Role	Role

Intellicheck Access:

Dept_Code	Dept	Type_Code	Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
				N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Check one Permanent Addition to Position Temporary Addition to Position Access Until:

Supervisor Name:
 *Signatures ARE required, please print both this page and the Add Access Signature page, gather the required signatures and email with attached pdfs to the Helpdesk to grant access.

PRINTING INSTRUCTIONS
 Choose the **PRINTER** button
 Printer: Microsoft Print to PDF
 Select Portrait Orientation
 Letter
 Change Fit Width to Scale

Back to Main

Click Here to Select Access

*This page shows the desired access once selected from the Select Access tab.

*Signatures ARE required, please print both this page and the Signature page, gather the appropriate signatures and email with attached pdfs to the Helpdesk to grant access.

Add Access Signature Page

Back To General Access

Intellicheck Permissions Desc

- Permission
- A Process checks
- B Process direct deposit
- C Process Higher One paymnets
- D Reprocess (live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies...
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

18 items

Click Here to Select Access to be added

AF User Access Dashboard (5).Dashboard

Dashboard Options: [] Report Options: []

MARIST

Select Desired Access Below and then Click on the "Back to Add General Access" Button to populate the Add General Access Form

*****Must select something in each category, if no access is required for the category select None!*****

NOTE: To select more than one code hold down the CTRL button and left click on the codes, for each category.

*NOTES:
 IF YOU NEED TIMEAPPROVER ACCESS, Please select MAR_HR_TIMEEPAF_C under Banner Classes and Complete the ePAF/Approver Access Form.
 IF YOU NEED ePAF APPROVER ACCESS, Please select EPAFADMIN under Web Tailor Roles and Complete the ePAF/Approver Access Form.
 IF YOU NEED FUND/ORG ACCESS, Please select MAR_GENERAL_C under Banner Classes and Complete the Fund/Org Access Form.

SELECT BANNER CLASS(S):

Banner_Classes
None
MAR_ADV_BIODEMO_C
MAR_ADV_CAREER_SVC_C
MAR_ADV_DESG_C
MAR_ADV_EVENTS_C
MAR_ADV_GIFTOFFCR_C
MAR_ADV_GIFTPLDG_C
MAR_ADV_IT_C
MAR_ADV_RESEARCH_C

SELECT ARGOS ROLE (Please pick highest):

Role
None
Administrator
DataBlock Designer
Marist DataBlock ...
Report Viewer
Report Writer

SELECT ARGOS CLASS(S):

Argos_Classes
None
Allow SSN
DegreeWorks
Everyone
Evisions Transcript
MAPS Administrator
MAR_Endowed
Mar_Admissions_ComSl_G
Mar_Admissions_ComSl_ILG

SELECT BANSECR CLASS(S):

Class
None
BAN_FULL_SECURITY...

SELECT INTELLICHECK PERMISSION(S):

- None
- A Process checks
- B Process direct deposit
- C Process Higher One payments
- D Reprocess(live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

SELECT BDMS CLASS(S):

BDMS_Cabinets
None
ACADEMIC-AFFAIRS-VIEW-ONLY
BADESG-ANNOTATE-REDACT
BADESG-MANAGEMENT
BADESG-SCAN-INDEX
BADESG-VIEW-ONLY
BAEVNT-MANAGEMENT
BAGRNT-MANAGEMENT
BATH-ANNOTATE-REDACT

SELECT WEBTAILOR ROLE(S):

WebTailor_Roles
None
AFLACADMIN
ALUMNIDATATAILOR
CHANNELADMIN
COMMUNICATIONADMIN
DEVELOPMENTOFFICER
EPAFADMIN
FINANCEDATATAILOR
HRADMINRVR

SELECT INTELLICHECK TYPE(S):

Type	Type_Desc
None	None
BW	BiWeekly
GL	General Operating Acct
PR	Payroll Operating Acct
SM	SemiMonthly
CU	Supplemental

SELECT NOLLD ROLE/HEADER(S):

Role	Headers
x - None	None
User	
Administr...	
	Academic Advising Assign
	Academic Advising Langu
	Academic Advising Math
	Admissions ADM Convert
	Admissions LDH LDH Con
	Admissions LDH MIP Con
	Admissions Local Address
	Finance Finance Budget

SELECT WORKFLOW ROLE(S):

Role
None
Bursar
Business Analyst
CAAS Director
COVID_Management
Compliance Director
Contact_Tracers
Dublin Academic Adv...
Dublin Staff

SELECT INTELLICHECK DEPT(S):

Dept	Dept_Desc
None	None
AP	AccountsP...
PR	Payroll

Back to Add General Access

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*.**

User Access Dashboard.Dashboard

Dashboard Options: Report Options:

MARIST Add General or Additional Access Page -1-
 Add the following Access from this user and/or position.

Employee Profile 6/18/2022 10:11:05 AM

Name: _____ Position: _____
 UserId: _____ Job Title: _____
 Cwid: _____ Dept/Room: _____
 Email: _____ Phone: _____

Position User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*IF NO MAR_GENERAL, alive 558 user GENBDM BDMS_Cabinets	WebTailor_Roles

Time Approver Access:
ePAF Approver Access:
 *If any of these are Y, remember to complete ePAF and/or Fund Access Requests.

Bansecr Access:	Nolij Access:	Workflow Access:
Class	Role	Headers
		Role

Intellicheck Access:

Dept_Code	Dept	Type_Code	Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
				N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Check one Permanent Addition to Position Temporary Addition to Position Access Until: //

Supervisor name: _____

*Signatures ARE required, please print both this page and the Add Access Signature page, gather the required signatures and email with attached pdfs to the Helpdesk to grant access.

PRINTING INSTRUCTIONS
 Choose the **PRINTER** button
 Printer: Microsoft Print to PDF
 Select Portrait Orientation
 Letter
 Change Fit Width to Scale

Back to Main
Click Here to Select Access

*This page shows the desired access once selected from the Select Access tab.
 *Signatures ARE required, please print both this page and the Signature page, gather the appropriate signatures and email with attached pdfs to the Helpdesk to grant access.

Add Access Signature Page
Back To General Access

Intellicheck Permissions Desc

- Permission
- A Process checks
- B Process direct deposit
- C Process Higher One paymnets
- D Reprocess (live)
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- G Print Direct Deposit File Copies...
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- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

18 items

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



Add General or Additional Access

Add the following Access from this user and/or position.

Employee Profile 6/18/2022 10:11:05 AM

Name: _____
 Position: _____
 UserId: _____
 Job Title: _____
 Cwid: _____
 Dept/Room: _____
 Email: _____
 Phone: _____

Position User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*IF NO MAR_GENERAL, alive SSB user GENBDM BDMS_Cabinets	WebTailor_Roles

Time Approver Access:

ePAF Approver Access:

*If any of these are Y, remember to complete ePAF and/or Fund Access Requests.

Bansecr Access:	Nolij Access:	Workflow Access:
Class	Role	Role

Intellicheck Access:

Dept_Code	Dept	Type_Code	Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
				N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Check one Permanent Addition to Position Temporary Addition to Position Access Until: //

Supervisor Name:

*Signatures ARE required, please print both this page and the Add Access Signature page, gather the required signatures and email with attached pdfs to the Helpdesk to grant access.

[Back to Main](#)

[Click Here to Select Access](#)

[Add Access Signature Page](#)

[Back To General Access](#)

PRINTING INSTRUCTIONS
 Choose the **PRINTER** button
 Printer: **Microsoft Print to PDF**
 Select Portrait Orientation
 Letter
 Change Fit Width to Scale

*This page shows the desired access once selected from the Select Access tab.

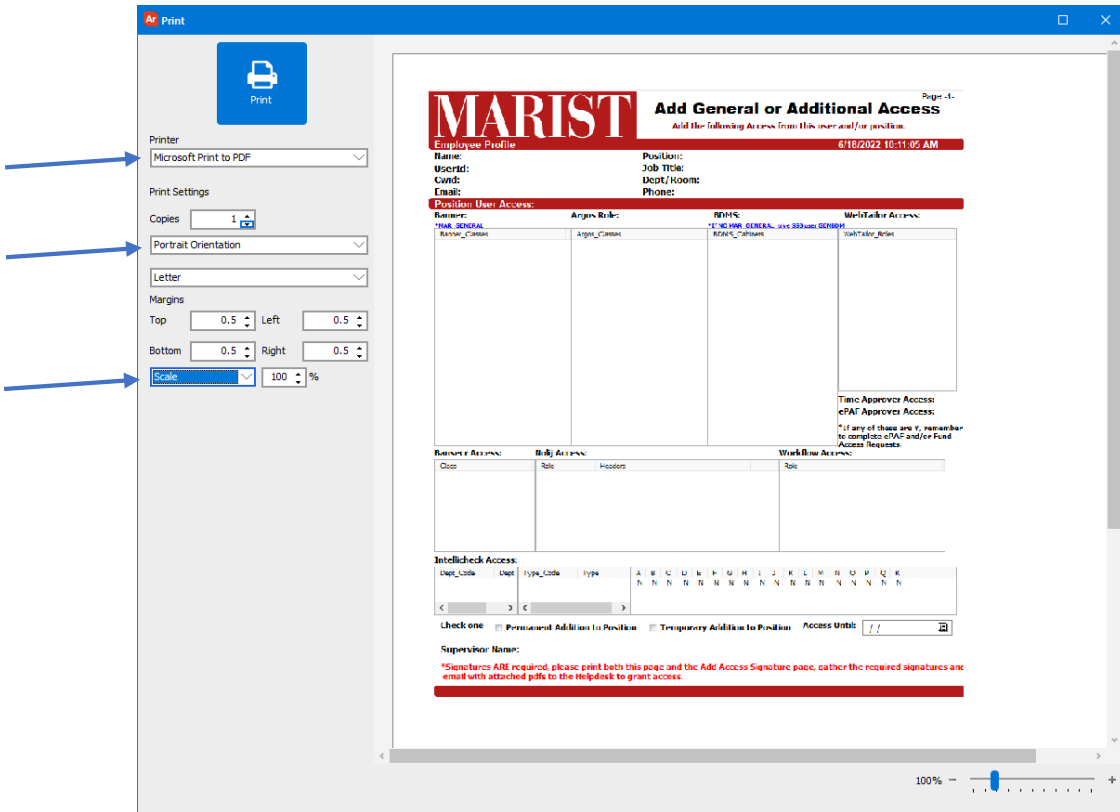
*Signatures ARE required, please print both this page and the Signature page, gather the appropriate signatures and email with attached pdfs to the Helpdesk to grant access.

Intellicheck Permissions Desc

Permission	Desc
A	Process checks
B	Process direct deposit
C	Process Higher One paymnets
D	Reprocess (live)
E	Reprocess (file copies)
F	Print Check File Copies Locally
G	Print Direct Deposit File Copies...
H	Void/Unvoid transactions
I	Positive Pay
J	Email Administration
K	Reconciliation
L	Actions Audit
M	Audit Control Report
N	Check Register
O	Summary Report
P	Void Check Register
Q	Check Register Invoice
R	User Permission Report

18 items

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.

AF User Access Dashboard.Dashboard

Dashboard Options: [] Report Options: [] Page -1-

MARIST

Add General or Additional Access

Add the following Access from this user and/or position.

Employee Profile 6/18/2022 10:11:05 AM

Name: [] Position: []
 UserId: [] Job Title: []
 Cwid: [] Dept/Room: []
 Email: [] Phone: []

Position User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*IF NO MAR_GENERAL, alive 558 user GENBDM BDMS_Cabinets	WebTailor_Roles

Time Approver Access:
ePAF Approver Access:
 *If any of these are Y, remember to complete ePAF and/or Fund Access Requests.

Bansecr Access:	Nolij Access:	Workflow Access:
Class	Role	Headers
		Role

Intellicheck Access:

Dept_Code	Dept	Type_Code	Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
				N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Check one Permanent Addition to Position Temporary Addition to Position Access Until: []

Supervisor Name: []

***Signatures ARE required, please print both this page and the Add Access Signature page, gather the required signatures and email with attached pdfs to the Helpdesk to grant access.**

PRINTING INSTRUCTIONS
 Choose the **PRINTER** button
 Printer: Microsoft Print to PDF
 Select Portrait Orientation
 Letter
 Change Fit Width to Scale

***This page shows the desired access once selected from the Select Access tab.**

***Signatures ARE required, please print both this page and the Signature page, gather the appropriate signatures and email with attached pdfs to the Helpdesk to grant access.**

Back to Main

Click Here to Select Access

Add Access Signature Page

Back to General Access

Intellicheck Permissions Desc

- Permission
- A Process checks
- B Process direct deposit
- C Process Higher One paymnets
- D Reprocess (live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies...
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

18 items

Now you click **Add Access Signature Page**

***required for all General Access Changes**

AF User Access Dashboard (5).Dashboard

Dashboard Options: Report Options:

Approvals for: Add Access Signature Page Page -2- 6/17/2022 9:07:57 PM

Employee: I have read the Technology Acceptable Usage Agreement <http://www.marist.edu/it/infosecurity/pdfs/aup.pdf> and agree to abide by the policy outlined therein.

Employee Signature: _____ Date: _____

Supervisor: I approve the access requested by the above employee. If the user of the above computing account leaves the department, I will notify Information Technology so the account can be removed.

Supervisor Signature: _____ Date: _____

ALL Data Custodian Signatures Required Before Submitting to IT

Advancement Data Custodian: Anne Dexter or Amy Woods - Fontaine 014
Banner, etc: **Required**
Argos: **Required**
Signature: _____ Date: _____

Finance Data Custodian: Christina Kearney or Lora Gannon - Donnelly 210
Banner, etc: _____
Argos: _____
Signature: _____ Date: _____

General Data Custodian: Margaret M Roush - Donnelly 258F
Banner, etc: _____
Argos: _____
Signature: _____ Date: _____

Human Resources Data Custodian: Jessica Fenech, Matthew Hegedus, or Eva Jackson - Donnelly 120
Banner, etc: **Required**
Argos: _____
Signature: _____ Date: _____

Student Financial Services Data Custodian: Joseph Weglarz - Donnelly 200
Banner, etc: _____
Argos: _____
Signature: _____ Date: _____

Student Data Custodian: Michael Lewis, Cheryl DuBois, or Linda Pisacano - Donnelly 203
Banner, etc: _____
Argos: _____
Signature: _____ Date: _____

Information Technology - Security Office Use
Implemented By(print name): _____
Signature: _____ Date: _____

[Back to Main](#)

This Page is required for Adding General Access or Removing Position Access. These forms get submitted to the IT Helpdesk.

[Back to General Access](#)

[Back to Instruction Page](#)

PRINTING INSTRUCTIONS
Choose the **PRINTER** button
Printer: Microsoft Print to PDF
Select Portrait Orientation
Letter
Change Fit Width to Scale

Print Settings

Printer: Microsoft Print to PDF

Copies: 1

Portrait Orientation

Letter

Margins: Top 0.5 Left 0.5 Bottom 0.5 Right 0.5

Scale: 100%

****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 General Access](#)



User Access Request

General Access

Add General Access

Remove Position Access

Back to Instructions

Back to Main

Add Access Signature Page

Remove Access Signature Page

Add General Access Form

For a Temp, Student employee, or Vendor.

Please be sure to indicate that it is a temporary change and the access expiration date at the bottom of the form.

This form requires the appropriate Data Custodian signatures.

OR

To add required access for a Traditional Employee's position (with a 9XXXXX position number) not indicated on the Position Access Form. Please be sure to indicate whether it is a temporary change or a permanent change for the position on the bottom of the form. This form requires the appropriate Data Custodian signatures on the Add Access Signature Page.

Remove Position Access Form

This form should only be used to remove specific access associated with an employee's position that it no longer required.

Be sure to indicate whether it is a temporary change or a permanent change for the position on the bottom of the form.

This form requires the appropriate Data Custodian signatures on the Remove Access Signature Page.

NOTE: Both these 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.

Click on **Remove Position Access**

User Access Dashboard.Dashboard

Dashboard Options: [Dropdown] Report Options: [Dropdown]

MARIST

Remove Position Access

Remove the following Access from this position. Page -1-

6/18/2022 10:11:05 AM

Employee Profile

Name: [Field] Position: [Field]
 UserId: [Field] Job Title: [Field]
 Cwid: [Field] Dept/Room: [Field]
 Email: [Field] Phone: [Field]

Position User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*IF NO MAR_GENERAL, olve SSB user GENBDM BDMS_Cabinets	WebTailor_Roles

Time Approver Access:
ePAF Approver Access:

*If any of these are Y, remember to complete ePAF and/or Fund Access Requests.

Bansacr Access:	Nolij Access:	Workflow Access:	
Class	Role	Headers	Role

Intellicheck Access:

Dept	Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
		N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Check one Permanently Remove from Position Temporarily Remove from Position Access Until: // 19

Supervisor Name: [Field]

*Signatures ARE required, please print both this page and the Remove Access Signature page, gather the required signatures and email with attached pdfs to the Helpdesk to grant access.

Back to Main

Click Here to Select Access

Remove Access Signature Page

Back To General Access

PRINTING INSTRUCTIONS
 Choose the PRINTER button
 Printer: Microsoft Print to PDF
 Select Portrait Orientation
 Letter
 Change Fit Width to Scale

*This page shows the desired access once selected from the Select Access tab.

*Signatures ARE required, please print both this page and the Signature page, gather the appropriate signatures and email with attached pdfs to the Helpdesk to grant access.

Intellicheck Permissions Desc


- Permission
- A Process checks
- B Process direct deposit
- C Process Higher One paymtnets
- D Reprocess (live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies...
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

18 items

Click Here to Select Access to be removed

User Access Dashboard (5).Dashboard

Dashboard Options: Report Options:



Select Desired Access Below and then Click on the "Back to Remove Position Access" Button to populate the Remove Position Access Form

*****Must select something in each category, if no access is required for the category select None!*****

NOTE: To select more than one code hold down the CTRL button and left click on the codes, for each category.

***NOTES:**
 IF YOU NEED TIMEAPPROVER ACCESS, Please select MAR_HR_TIMEPAF_C under Banner Classes and Complete the ePAF/Approver Access Form.
 IF YOU NEED ePAF APPROVER ACCESS, Please select EPAFADMIN under Web Tailor Roles and Complete the ePAF/Approver Access Form.
 IF YOU NEED FUND/ORG ACCESS, Please select MAR_GENERAL_C under Banner Classes and Complete the Fund/Org Access Form.

SELECT BANNER CLASS(S):

Banner_Classes
None
MAR_ADV_BIODEMO_C
MAR_ADV_CAREER_SVC_C
MAR_ADV_DESG_C
MAR_ADV_EVENTS_C
MAR_ADV_GIFTOFFCR_C
MAR_ADV_GIFPLDG_C
MAR_ADV_IT_C
MAR_ADV_RESEARCH_C

SELECT ARGOS ROLE (Please pick highest):

Role
None
Administrator
DataBlock Designer
Marist DataBlock ...
Report Viewer
Report Writer

SELECT ARGOS CLASS(S):

Argos_Classes
None
Allow SSN
DegreeWorks
Everyone
Evisions Transcript
MAPS Administrator
MAR_Endowed
Mar_Admissions_ComSi_G
Mar_Admissions_ComSi_ILG

SELECT BANSECR CLASS(S):

Class
None
BAN_FULL_SECURIT...

SELECT INTELLICHECK PERMISSION(S):

- None
- A Process checks
- B Process direct deposit
- C Process Higher One payments
- D Reprocess(live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

SELECT BDMS CLASS(S):

BDMS_Cabinets
None
ACADEMIC-AFFAIRS-VIEW-ONLY
BADESG-ANNOTATE-REDACT
BADESG-MANAGEMENT
BADESG-SCAN-INDEX
BADESG-VIEW-ONLY
BAEVNT-MANAGEMENT
BAGRIT-MANAGEMENT
RATD-ANNOTATE-REDACT

SELECT WEBTAILOR ROLE(S):

WebTailor_Roles
None
AFLACADMIN
ALUMINIDATATAILOR
CHANNELADMIN
COMMUNICATIONADMIN
DEVELOPMENTOFFICER
EPAFADMIN
FINANCEDATATAILOR
HRADMIN

SELECT INTELLICHECK TYPE(S):

Type	Type_Desc
None	None
BW	BWeekly
GL	General Operating Acct
PR	Payroll Operating Acct
SM	SemiMonthly
CU	Supplemental

SELECT NOLD ROLE/HEADER(S):

Role	Headers
x - None	None
User	
Administr...	Academic Advising Assign
	Academic Advising Langu
	Academic Advising Math F
	Admissions ADM Convert
	Admissions LDM LDM Com
	Admissions LDM MIP Conv
	Admissions Local Address
	Finance Finance Budget

SELECT WORKFLOW ROLE(S):

Role
None
Bursar
Business Analyst
CAAS Director
COVID_Management
Compliance Director
Contact_Tracers
Dublin Academic Adv...
Dublin Staff

SELECT INTELLICHECK DEPT(S):

Dept	Dept_Desc
None	None
AP	AccountsP...
PR	Payroll

Back to Remove Position Access

Select all access that you are requesting be removed – use CNTRL when selecting multiple classes, Once you have selected all access that you want to request, click Back to Remove Position Access

You **must** select something from each category. If **no access** is needed from a category, select **None**.

User Access Dashboard.Dashboard

Dashboard Options: [Dropdown] Report Options: [Dropdown]

MARIST

Remove Position Access

Remove the following Access from this position. Page -1-

Employee Profile 6/18/2022 10:11:05 AM

Name: _____ Position: _____
 UserId: _____ Job Title: _____
 Cwid: _____ Dept/Room: _____
 Email: _____ Phone: _____

Position User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*IF NO MAR_GENERAL, give SSB user GENBDM BDMS_Cabinets	WebTailor_Roles

Time Approver Access:
ePAF Approver Access:

*If any of these are Y, remember to complete ePAF and/or Fund Access Requests.

Bansocr Access:	Nolij Access:	Workflow Access:
Class	Role	Headers
		Role

Intellicheck Access:

Dept	Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
		N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Check one Permanently Remove from Position Temporarily Remove from Position Access Until: // 19

Supervisor Name: _____

*Signatures ARE required, please print both this page and the Remove Access Signature page, gather the required signatures and email with attached pdfs to the Helpdesk to grant access.

Remove Access Signature Page

Back To General Access

Back to Main

Click Here to Select Access

PRINTING INSTRUCTIONS
 Choose the **PRINTER** button
 Printer: Microsoft Print to PDF
 Select Portrait Orientation
 Letter
 Change Fit Width to Scale

*This page shows the desired access once selected from the Select Access tab.

*Signatures ARE required, please print both this page and the Signature page, gather the appropriate signatures and email with attached pdfs to the Helpdesk to grant access.

Intellicheck Permissions Desc

- Permission
- A Process checks
- B Process direct deposit
- C Process Higher One paymtnets
- D Reprocess (live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies...
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

18 items

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



Remove Position Access

Remove the following Access from this position. Page -1-

Employee Profile 6/18/2022 10:11:05 AM

Name: _____ Position: _____
User Id: _____ Job Title: _____
Cwid: _____ Dept/Room: _____
Email: _____ Phone: _____

Position User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*If NO MAR_GENERAL, olve SSB user GENBDM BDMS_Cabinets	WebTailor_Roles

Time Approver Access:
ePAF Approver Access:
*If any of these are Y, remember to complete ePAF and/or Fund Access Requests.

Banseacr Access:		Nolij Access:		Workflow Access:	
Class	Role	Headers		Role	

Intellicheck Access:

Dept	Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
		N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Check one Permanently Remove from Position Temporarily Remove from Position **Access Until:** // [19]

Supervisor Name:
*Signatures ARE required, please print both this page and the Remove Access Signature page, gather the required signatures and email with attached pdfs to the Helpdesk to grant access.

[Back to Main](#)

[Click Here to Select Access](#)

*This page shows the desired access once selected from the Select Access tab.

*Signatures ARE required, please print both this page and the Signature page, gather the appropriate signatures and email with attached pdfs to the Helpdesk to grant access.

[Remove Access Signature Page](#)

[Back To General Access](#)

PRINTING INSTRUCTIONS
Choose the **PRINTER** button
Printer: Microsoft Print to PDF
Select Portrait Orientation
Letter
Change Fit Width to Scale

Dashboard Options: [Dropdown]

Print

Printer: Microsoft Print to PDF

Print Settings: Copies: 1

Portrait Orientation

Letter

Margins: Top: 0.5 Left: 0.5 Bottom: 0.5 Right: 0.5

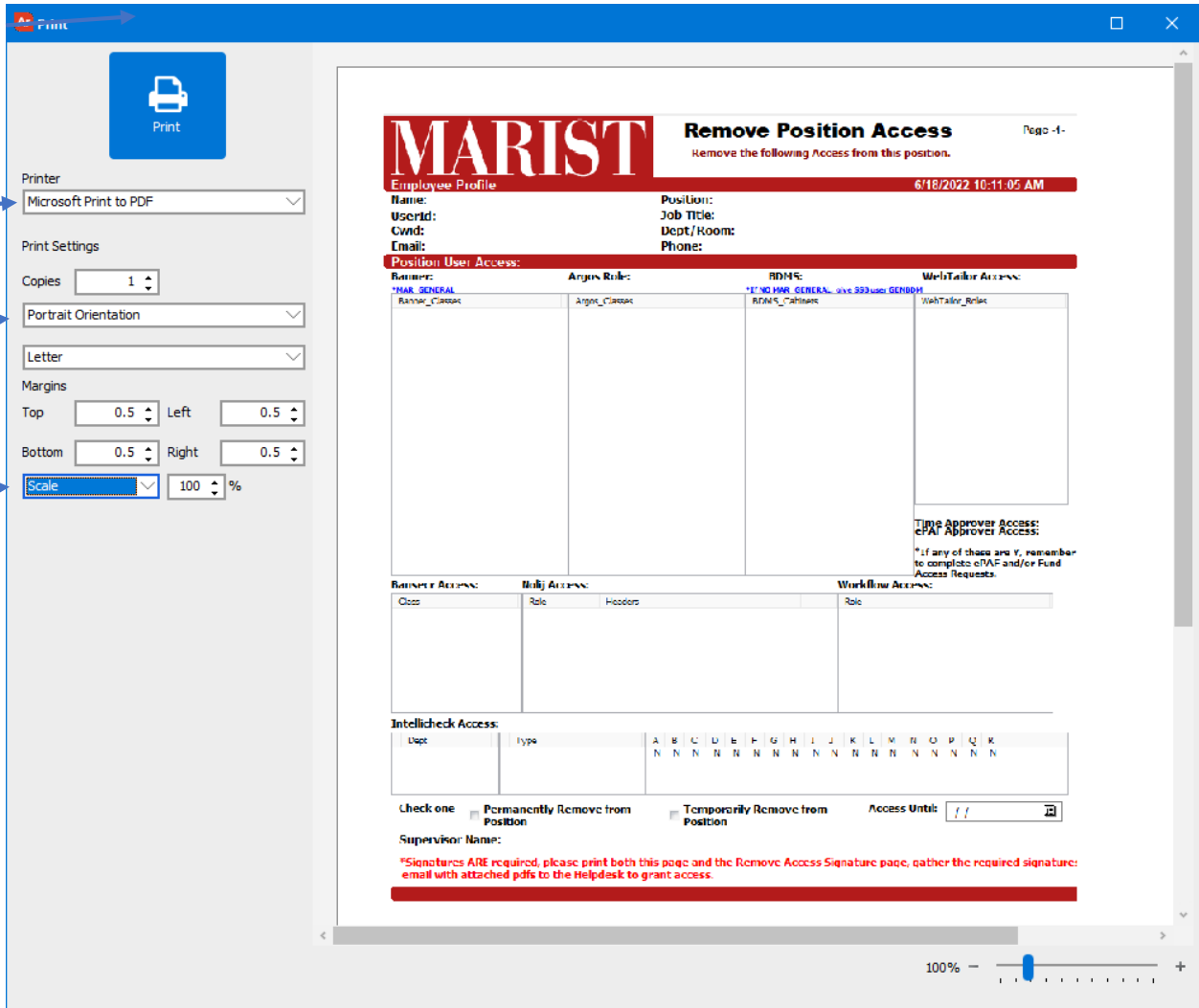
Scale: 100 %

Intellicheck Permissions Desc

- Permission
- A Process checks
- B Process direct deposit
- C Process Higher One paymmts
- D Reprocess (live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies...
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

18 items

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.

User Access Dashboard.Dashboard

Dashboard Options: [Dropdown] Report Options: [Dropdown]

MARIST

Remove Position Access

Remove the following Access from this position. Page -1-

Employee Profile 6/18/2022 10:11:05 AM

Name: [Field] Position: [Field]
 UserId: [Field] Job Title: [Field]
 Cwid: [Field] Dept/Room: [Field]
 Email: [Field] Phone: [Field]

Position User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*IF NO MAR_GENERAL, olve SSB user GENBDM BDMS_Cabinets	WebTailor_Roles

Time Approver Access:
ePAF Approver Access:
 *If any of these are Y, remember to complete ePAF and/or Fund Access Requests.

Bansocr Access:	Nolij Access:	Workflow Access:
Class	Role	Headers

Intellicheck Access:

Dept	Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
		N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Check one Permanently Remove from Position Temporarily Remove from Position Access Until: // / 19

Supervisor Name: [Field]

***Signatures ARE required, please print both this page and the Remove Access Signature page, gather the required signatures and email with attached pdfs to the Helpdesk to grant access.**

Remove Access Signature Page

Back To General Access

PRINTING INSTRUCTIONS
 Choose the **PRINTER** button
 Printer: Microsoft Print to PDF
 Select Portrait Orientation
 Letter
 Change Fit Width to Scale

***This page shows the desired access once selected from the Select Access tab.**

***Signatures ARE required, please print both this page and the Signature page, gather the appropriate signatures and email with attached pdfs to the Helpdesk to grant access.**

Remove Access Signature Page

Back To General Access

Intellicheck Permissions Desc

- Permission
- A Process checks
- B Process direct deposit
- C Process Higher One paymtnets
- D Reprocess (live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies...
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

18 items

Now you click **Remove Access Signature Page**

***required for all General Access Changes**

User Access Dashboard (5).Dashboard

Dashboard Options: Report Options:

Approvals for: **Remove Access Signature Page** Page -2- 6/17/2022 9:16:57 PM

Employee: I have read the Technology Acceptable Usage Agreement <http://www.marist.edu/it/infosecurity/pdfs/aup.pdf> and agree to abide by the policy outlined therein.

Employee Signature: _____ Date: _____

Supervisor: I approve the access requested by the above employee. If the user of the above computing account leaves the department, I will notify Information Technology so the account can be removed.

Supervisor Signature: _____ Date: _____

ALL Data Custodian Signatures Required Before Submitting to IT

Advancement Data Custodian: Anne Dexter or Amy Woods - Fontaine 014
Banner, etc: **Required**
Argos: **Required**
Signature: _____ Date: _____

Finance Data Custodian: Christina Kearney or Lora Gannon - Donnelly 210
Banner, etc:
Argos:
Signature: _____ Date: _____

General Data Custodian: Margaret M Roush - Donnelly 258F
Banner, etc:
Argos:
Signature: _____ Date: _____

Human Resources Data Custodian: Jessica Fenech, Matthew Hegedus, or Eva Jackson - Donnelly 120
Banner, etc:
Argos:
Signature: _____ Date: _____

Student Financial Services Data Custodian: Joseph Weglarz - Donnelly 200
Banner, etc:
Argos:
Signature: _____ Date: _____

Student Data Custodian: Michael Lewis, Cheryl DuBois, or Linda Pisacano - Donnelly 203
Banner, etc: **Required**
Argos:
Signature: _____ Date: _____

Information Technology - Security Office Use
Implemented By(print name): _____
Signature: _____ Date: _____

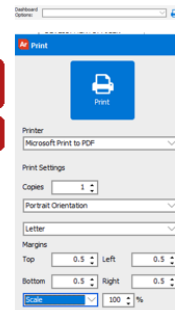
[Back to Main](#)

This Page is required for Adding General Access or Removing Position Access. These forms get submitted to the IT Helpdesk.

[Back to General Access](#)

[Back to Instruction Page](#)

PRINTING INSTRUCTIONS
Choose the **PRINTER** button
Printer: **Microsoft Print to PDF**
Select **Portrait Orientation**
Letter
Change **Fit Width to Scale**



***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

Ar Testing "User Access Dashboard" Page -1-

MARIST

Social Security Number Access Request

Please submit this Page with the completed Signature Page to the HelpDesk for Processing!

Employee Profile 6/8/2022 10:19:48 AM

Name: _____ Position: _____
UserId: _____ Job Title: _____
Cwid: _____ Dept./Room: _____
Email: _____ Phone: _____

Access:

This form grants the employee access to view and/or maintain SSN which is dependant also upon your access level for ppaiden, spaiden, apaiden and foaiden. Your query/maintenance access to these classes will give you the same level of access for SSN.

Allow MAR_SSN_C Deny MAR_SSN_C

Justification:

Please provide reason(s) why access to Social Security number is required for the individual named above to complete his/her job duties.

Approvals:

Employee: I have read the Technology Acceptable Usage Agreement <http://www.marist.edu/it/infosecurity/pdfs/aup.pdf> and agree to abide by the policy outlined therein.

Employee Signature: _____ Date: _____

Supervisor: I approve the access requested by the above employee. If the user of the above computing account leaves the department, I will notify Information Technology so the account can be removed.

Supervisor Signature: _____ Date: _____

Student Data Custodian:
Michael Lewis, Cheryl DuBois, or Linda Pisacano - Donnelly 203
Signature: _____ Date: _____

Line Officer Approval:
Signature: _____ Date: _____

EVP/AVP Approval:
Geoffrey L Braddock - Greystone/ Thomas S Wermuth - Hancock 1010
Signature: _____ Date: _____

IT Security Officer Approval:
Emily A Harris - Donnelly 258F
Signature: _____ Date: _____

Information Technology - Security Office Use

Implemented By (print name): _____
Signature: _____ Date: _____

Check box to Allow SSN Access

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.

User Access Dashboard.Dashboard

Dashboard Options: [] Report Options: [] Page -1-

MARIST Finance Fund/Org Access Request

*This page gets submitted directly to the Business Office NOT the HelpDesk

6/18/2022 10:11:05 AM

*You Must have the Banner Class Mar_General.

Fund/Org Access: Approval \$ Limit: _____ *Required Select Copy from ID: [USERID EMPNAME]

Fund Access *required				Organization Access *required			
10000							

Approvals

Employee: I have read the Technology Acceptable Usage Agreement
<http://www.marist.edu/it/infosecurity/pdfs/aup.pdf> and agree to abide by the policy outlined therein.

Employee Signature: _____ Date: _____

Supervisor: I approve the access requested by the above employee. If the user of the above computing account leaves the department, I will notify Information Technology so the account can be removed.

Supervisor Signature: _____ Date: _____

Data Custodian Signature

Finance Data Custodian:
 Christina Kearney or Lora Gannon - Donnelly 210

Signature: _____ Date: _____

Finance - Security Office Use

Implemented By(print name): _____

Signature: _____ Date: _____

SELECT USERID TO COPY FROM:

USERID	EMPHAME
jusm	Abdelrahm...
jsfj3	Albitz, Reb...
kclcn	Alfaro, Chri...
kgvrz	Alonzo, Aly...
kbp8p	Amendola, ...
uresa	Anderson, ...
jfj8	Andrews, M...
jsq7	Ansley, John

Back to Main

*Banner Class MAR_GENERAL is Required. Add it via the General Access Form.

*This page is used for Finance Fund/Org Access is used for access/add'tl access to fund(s)/org(s), accessible via SSB. The completed form should be emailed with the attached pdf to the Business Office with the appropriate signatures.

*Signatures ARE required, please print this page, gather the appropriate signatures and email with attached pdf to the Business Office to grant access.

Back to Other Access

Select user to copy same access as OR print and save form and manually acct and orgs on form
 Userid and name will pre-populated here

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.

User Access Dashboard.Dashboard

Dashboard Options: [] Report Options: [] Page -1-

MARIST

ePAF/Appr Access Request

*This page gets submitted directly to Human Resources NOT the HelpDesk

6/18/2022 10:11:05 AM

EXISTING ACCESS

Time Approver Access:
ePAF Approver Access:
ePAF Role:

GROUPS	ORGN CODES
Class	Orgn

POSITION ACCESS

Time Approver Access:
ePAF Approver Access:
ePAF Role:

GROUPS	ORGN CODES
Class	Orgn

***** Additional Access Requested*****

Check group(s) you will create/approve time or ePAFS for:

Administrative Local 200
 CWA Security
 Exempt Students
 Faculty Temps

Select the Organization Codes you need access to:

ORGN_CODE	ORGN_TITLE

Existing Proxy Name(s): _____

***Remember to set-up/change your Proxy.**

SELECT THE ORGS BELOW:

NOTE: To select more than one code hold down the CTRL button and left click on the codes.

ORGN_CODE	ORGN_TITLE
1	Marist College
10	President
100	Board of Trustees
1000	Board of Trustees
110	President's Office
1100	President's Office
1101	President Emeritus
1102	Diversity, Equity & Incl
1102	Executive Assistant to F

[Back to Main](#)

*Banner Class, MAR_HR_TIMEEPAF and Webtailor Class, EPAFADMIN are Required Add them via the General Access Form.

*This page is used for access to create/approve time or ePAFS. The completed form should be emailed with the attached pdf to the Human Resources Department.

*Signatures ARE required, please print this page, gather the appropriate signatures and email with attached pdf to the Human Resources Department to grant access.

[Back to Other Access](#)

Approvals

Employee: I have read the Technology Acceptable Usage Agreement
<http://www.marist.edu/it/infosecurity/pdfs/aup.pdf> and agree to abide by the policy outlined therein.

Employee Signature: _____ Date: _____

Supervisor: I approve the access requested by the above employee. If the user of the above computing account leaves the department, I will notify Information Technology so the account can be removed.

Supervisor Signature: _____ Date: _____

Data Custodian Signature

Human Resources Data Custodian:
 Jessica Fenech, Matthew Hegedus, or Eva Jackson - Donnelly 120

Signature: _____ Date: _____

Human Resources - Security Office Use

Implemented By(print name): _____

Signature: _____ Date: _____

Select org codes, use Ctrl to make multiple selections

Org codes will populated here when selected

Select population you approve time for

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.

User Access Dashboard.Dashboard

Dashboard Options: Report Options:

MARIST Add General or Additional Access Page -1-
 Add the following Access from this user and/or position.

Employee Profile 6/18/2022 10:11:05 AM

Name: _____ Position: _____
 UserId: _____ Job Title: _____
 Cwid: _____ Dept/Room: _____
 Email: _____ Phone: _____

Position User Access:

Banner:	Argos Role:	BDMS:	WebTailor Access:
*MAR_GENERAL Banner_Classes	Argos_Classes	*IF NO MAR_GENERAL, alive 558 user GENBDM BDMS_Cabinets	WebTailor_Roles

Time Approver Access:
ePAF Approver Access:
 *If any of these are Y, remember to complete ePAF and/or Fund Access Requests.

Bansocr Access:	Nolij Access:	Workflow Access:
Class	Role	Headers
		Role

Intellicheck Access:

Dept_Code	Dept	Type_Code	Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
				N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Check one Permanent Addition to Position Temporary Addition to Position Access Until: //

Supervisor Name:
 *Signatures ARE required, please print both this page and the Add Access Signature page, gather the required signatures and email with attached pdfs to the Helpdesk to grant access.

PRINTING INSTRUCTIONS
 Choose the **PRINTER** button
 Printer: Microsoft Print to PDF
 Select Portrait Orientation
 Letter
 Change Fit Width to Scale

Back to Main
Click Here to Select Access
Add Access Signature Page
Back To General Access

*This page shows the desired access once selected from the Select Access tab.
 *Signatures ARE required, please print both this page and the Signature page, gather the appropriate signatures and email with attached pdfs to the Helpdesk to grant access.

Intellicheck Permissions Desc

- Permission
- A Process checks
- B Process direct deposit
- C Process Higher One payments
- D Reprocess (live)
- E Reprocess (file copies)
- F Print Check File Copies Locally
- G Print Direct Deposit File Copies...
- H Void/Unvoid transactions
- I Positive Pay
- J Email Administration
- K Reconciliation
- L Actions Audit
- M Audit Control Report
- N Check Register
- O Summary Report
- P Void Check Register
- Q Check Register Invoice
- R User Permission Report

18 items

Now you click Back to Main

Dashboard Options:



Report 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

LDAP Id:

Search

Select the employee or position below and then click **Continue**

FILLED_IND	POSITION	POSITION_DEPT	POSITION_TITLE	EMPLOYEE	CWID	USERID	ROOM	TELE	EMAIL
Vacant				Marist, Mary	10000286	kbt6y			Mary.Marist
Vacant				Marist, Michael	10105644	kb89f			Michael.Ma

Clear Form

Clear Form and move to proceed with next request