

# EASTERN MICHIGAN UNIVERSITY

## Business and Finance Division System Access

### Item and Where to Request



#### **Information Access and Security Rules**

As an EMU employee you will be required to meet information use standards set by our Office of IT Security. Visit the [Information Technology Security Information](#) site to learn more about safe use of EMU information. You will be required to complete the “[Information Access and Security Rules](#)” form to gain access to EMU systems.



#### **Activate my.emich Account**

The my.emich account is created as soon as the employee has been entered into Banner. If the activation fails, contact HR to ensure the last name, birth date and last 4 digits of the SSN has been entered into Banner correctly. If the information has been entered correctly, the employee (due to the nature of the information required to correct the situation) will need to call the Helpdesk at 734.487.2120 to walk through the process.

Even though the my.emich account is created when the employee is entered into Banner, the my.emich account has to be reset to activate the account and to reset the password. To activate you're my.emich and EMU email account:

#### **AP/Faculty/Staff**

Go to <https://it.emich.edu/service/myemich/index.cfm?fuseaction=staffform&actionType=Reset>

#### **Student**

Go to <https://it.emich.edu/service/myemich/index.cfm?fuseaction=eidandpin>

#### **Other IT Services**

Go to <http://it.emich.edu/service/>



#### **Activate EMU Domain Account (used to log into network via your workstation)**

The employee's network domain account is set up the day after the emich account. A script runs nightly to perform this update. To activate the network account, visit <https://it.emich.edu/service/networklogin/index.cfm?> to reset your network account password.



#### **Network Drive Access**

Contact your network drive approver for access to each network share required. The approver is typically the supervisor for the business unit. Examples:

W:\Departments\BusFin\BusSysCommon – Ken Adkins

W:\Departments\BusFin\BusFinCommon – Doris Celian

The approver will email request(s) to [IT.Helpdesk@emich.edu](mailto:IT.Helpdesk@emich.edu) for service.

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#### **Banner INB Access**

*Notation:* As part of the Banner access process you will be required to read and sign the “[Information Access and Security Rules](#)” if you have not done so already through training in other systems that provides EMU information. If the form has not been signed and returned within one week of gaining access your **Banner access will be locked.**

#### **Finance General and Web time Entry Approver**

Go to <http://www.emich.edu/banner/my.auth/login.php> and provide your my.emich account information. Select “View Access - Banner Finance (Eprint & Finance Self Service)” and/or Update Access - Web Time Entry Approver if needed. The finance request upon approval will grant the employee access to Banner finance forms, finance ePrint and BOE reports and Finance Self Services. Banner forms outside of the general access will need to be sent in a separate request via email to the Finance Security Officer. The web time entry request upon approval will provide the ability to approve web time entry for payroll processing.

For all other Banner requests, send an email to the Banner module Security Officer. The Security Officer will review the request for approval. Once approved the request will be sent to IT to grant permissions.

Human Resource: [Tammy Walters](#)

Finance: [Janet Lyle](#)

Student Business Services (Accounts Receivable): [Ken Adkins](#)

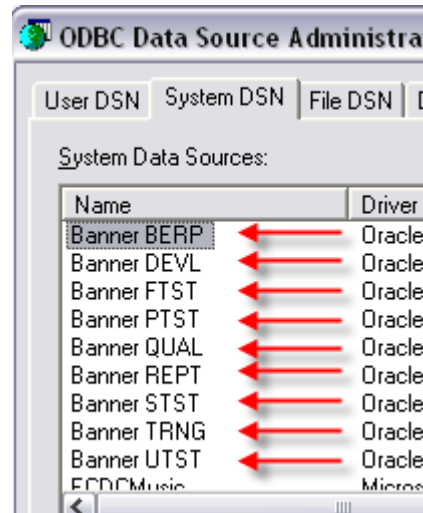
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**Banner ODBC Connections**  
If you are requesting Banner Data Source Access (Reporting via ODBC with MS Access and Crystal), you will need to insure Desktop support has installed your ODBC connections. To verify:

1. Click Start
2. Click Control Panel
3. Double Click Administrative Tools
4. Double Click Data Sources (ODBC)
5. Click System DSN Tab
6. You should see the System DSN connections as out lined in the image to the right.



If this is not the case, call the helpdesk at 734.487.2120. The Helpdesk will remote into your machine to set up the ODBC connections for you.

**Banner Data Source Access (Reporting via ODBC for MS Access and Crystal)**  
Having Banner INB access and configured Banner ODBC connections will not be enough to allow you to run queries and reports using MS Access and Crystal. An email request will need to be sent to the Banner module Security Officer. Once approved the request will be sent to IT to grant permissions to select data from Banner tables.

Human Resource: [Tammy Walters](#)

Finance: [Janet Lyle](#)

Student Business Services (Accounts Receivable): [Ken Adkins](#)

**Web Time Entry**  
Check with the area office assistant for information on Web Time Entry, your responsibilities as either an employee or supervisor and instructions for the use of web time entry.

Payroll Deadlines: <http://www.emich.edu/finserv/payroll/cal.htm>

Web Time Entry Training: <http://www.emich.edu/training/wte/>

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- On-line Requisitions**  
If your department has been set up for online requisitions, then you may need to enter requisitions into Banner electronically.

Create Requisitions: [http://www.emich.edu/banner/fin/create\\_req/create\\_0.php](http://www.emich.edu/banner/fin/create_req/create_0.php)

- Banner QUAL Access**  
Banner QUAL access may be required if you are part of an effort to test Banner. A form must be completed and submitted before this access can be granted.

Banner QUAL Access: [http://it.emich.edu/policy/files/policies/pro\\_45P1\\_qualaccess\\_20060809.pdf](http://it.emich.edu/policy/files/policies/pro_45P1_qualaccess_20060809.pdf)