

EASTERN MICHIGAN UNIVERSITY

Business and Finance Division System Access

Item and Where to Request

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<input type="checkbox"/>	<p><u>Information Access and Security Rules</u> 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.</p>
<input type="checkbox"/>	<p><u>Activate my.emich Account</u> 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.</p> <p>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:</p> <p>AP/Faculty/Staff Go to https://it.emich.edu/service/myemich/index.cfm?fuseaction=staffform&actionType=Reset</p> <p>Student Go to https://it.emich.edu/service/myemich/index.cfm?fuseaction=eidandpin</p> <p><i>Notation:</i> Available through http://it.emich.edu/service/</p>
<input type="checkbox"/>	<p><u>Activate EMU Domain Account (used to log into network via your workstation)</u> The employee's NT domain account is set up by IT. The employee's supervisor will need to send an email to the Helpdesk, it.helpdesk@emich.edu, to establish the employee's NT Domain account. This is required to obtain approval from the supervisor and for record keeping purposes.</p>
<input type="checkbox"/>	<p><u>Network Drive Access</u> Contact your network drive approver for access to each network share required. The approver is typically the supervisor for the business unit. Examples:</p> <p>W:\Departments\BusFin\BusSysSupport – Ken Adkins W:\Departments\BusFin\BusFinCommon – Doris Celian</p> <p>The approver will email request(s) to IT.Helpdesk@emich.edu for service.</p>

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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 information. If the form has not been signed and returned within one week of gaining access your **Banner access will be locked.**

Finance General

Go to <http://www.emich.edu/banner/my.auth/login.php> and provide your my.emich account information. Select “Give me access to Banner Finance forms and Eprint”. This request upon approval will grant the employee access to general finance forms and finance ePrint reports. Banner forms outside of the general access will need to be sent in a separate request via email to the Finance Security Officer.

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, Robert Roth.

Student Business Services (Accounts Receivable) – Carol Norton

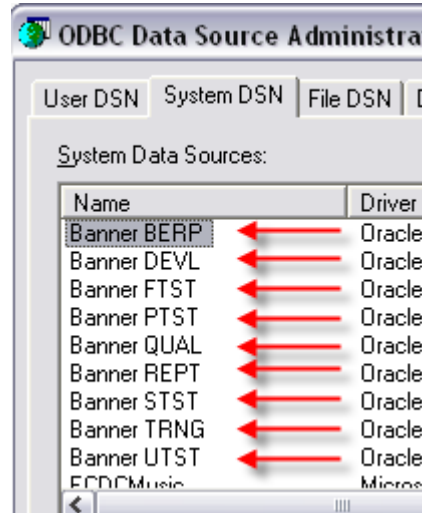
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Banner ODBC Connections
If you are requesting Banner Data Source Access (Reporting via ODBC with MS Access and Crystal), you will need to insure Desktop support has installed your ODBC connections. To verify:

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, Robert Roth.
Student Business Services (Accounts Receivable) – Carol Norton

ePrint Access
Finance
This request should have been serviced with your Banner INB Finance request. If this is not the case, go to <http://www.emich.edu/banner/my.auth/login.php> and provide your my.emich account information. Select “Give me access to Banner Finance forms and Eprint”. This request upon approval will grant the employee access to general finance forms and Finance ePrint reports.

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<input type="checkbox"/>	<p><u>Web Time Entry</u> 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.</p> <p>Payroll Deadlines: http://www.emich.edu/controller/finserv/payroll/cal.htm. Web Time Entry Training: http://www.emich.edu/training/wte/</p>
<input type="checkbox"/>	<p><u>On-line Requisitions</u> If your department has been set up for online requisitions, then you may need to enter requisitions into Banner electronically.</p> <p>Create Requisitions: http://www.emich.edu/banner/fin/create_req/create_0.php</p>
<input type="checkbox"/>	<p><u>Banner QUAL Access</u> 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.</p> <p>Banner QUAL Access: http://it.emich.edu/policy/files/policies/pro_45P1_qualaccess_20060809.pdf</p>