<u>NEW FORM PROCESS on OneTRU Intranet for:</u>

Application & Systems Access Request (ASAR)

Quick Guide

1. Go to https://one.tru.ca/asar.
    If prompted for a username and password, enter your network (computer/email) login credentials.

    You can also access the ASAR Request Form via the OneTRU home page https://one.tru.ca/ in the **Quick Links** Section.

Quick Links

- Find a Person (telbook)
- ASAR - Applications and Systems Access Request
- Outlook WebMail
- myTRU

- FAST
- Banner Production Links
- Banner Development Links
- HR Smart
- Bio Generator
- ACM

- Lynda.com
- Blackboard Learn
- Blackboard
- Moodle

2. Click on '**Create an ASAR**' to create a new ASAR request.

OneTRU   TRU Home   Quick Links   Departments   Communities

BROWSE   PAGE

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Application and System Access Requests

ITS ASAR Form

ASAR Home

Applications and Systems Access Request (ASAR) System

Create an ASAR
Used For:
- Employees
- Contractors & Other Non-Employees
- Work Study Students

Check the status of your ASAR System Requests

Check the list of ASARs requiring your Approval - Current and Historical

Systems Task List - Data Owners/System Admins - review Current and Historical tasks assigned to you

Additional ASAR Links & Documents
- Applications and Systems Access Requests (ASAR) - Purpose and additional information
- Applications available through an ASAR
- ASAR System Quick Guide
- ASAR Data Owner Guide

3. **Employees**

You are directed to the ASAR – Responsible Use of Information Technology Facilities and Services Policy Consent screen.   Ensure the employee reads and agrees to the Responsible Use Policy if you are requesting an ASAR for another person.

Enter your name or the name of the individual requiring access. Press "Tab" or click on the checkmark beside the name field. If the system does not recognize the name, click on "Can't find name?" for more information. Check the Responsible Use Policy checkbox, and click Continue.

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ASAR - Responsible Use of Information Technology Facilities and Services Policy Consent

Before submitting a Systems Access request:
- The employee must agree to the Responsible Use of Information Technology Facilities and Services Policy.
- The supervisor/director must ensure that the employee understands and agrees to the policy.

Employee Name *   Can't find name?

☐ By checking this checkbox and proceeding to the ASAR Form, you indicate that you have read the Responsible Use of Information Technology Facilities and Services Policy and agree to comply with those guidelines.

Continue   Cancel

- Checkmark to confirm employee name
- Address Book Lookup

4. **Non-Employees (Skip this step if you are filing an ASAR for a TRU Employee)**

   For Non-Employees (Adjunct Faculty, Contractors, Visiting Scholars, Work Study Students) go to the bottom of the initial screen. Enter First and Last Name and Access Type, present the responsible use policy to the non-employee and tick off the checkmark if they agree to the policy. Click on 'Continue Non-Employee Request'.

   The next screen will ask for additional information required to file an access request for non-employees. Please ensure this information is complete to allow for quick processing of the ASAR.

5. **Employees**

   In the next screen, fill in the employee information, the supervisor to approve the request and the system access being requested. Add a comment if necessary to supply additional information, then click on 'Submit'.

   Non-Employees

   If you are filing the ASAR for a non-employee, put in the information of the TRU Contact on this screen. Make sure to provide additional comments to speed up the processing of the ASAR request.

6. The employee will be notified via e-mail once access has been granted or changes have been requested.

   Note: When choosing a system, a new section expands for you to provide necessary system information.

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Applications and Systems Access Request (ASAR) Form for Employees

< Return to RUP Employee Consent

Employee Name	Andrea Hall		
		Request Date	05/17/2016

Request Type *	[ ] ▼	TRU ID (What's this?)*	[ ] *
Division *	[ ] ▼	Department * Based on Division Selection First	[ ] ▼
Job Title *	[ ] *	Location/Building/Office *	[ ] *
		Employee Type *	[ ] ▼
Access Start Date *	[ ] 📅	End Date	[ ] 📅
		- or -	
		Ongoing Position?	☐ Yes

Supervisor/Approved By *

[   ] 👤 🗒 *

Request system access (check all that apply): ** Important - Please also provide the appropriate information below for each selection **

☐ Network Drive Access ☐ Shared Mailbox Access ☐ Banner access ☐ FAST access ☐ Other Access/Systems

☐ TRU Website Access (ACM) ☐ Blackboard LMS Access ☐ ARGOS ☐ CurricUNET ☐ Generic Login Account / New Shared Mailbox

Comments

Any information that will assist to understand requirements, especially this person is replacing another employee as that will help with assigning the same access

[   ]

Note: It may take up to two weeks to fully process all accounts, provided all approval and access details are included.

[Submit]   [Cancel]

7. Click on '**Check the status of your ASAR Requests here**' to check the status of your ASAR requests.

Note: This section shows your <u>active ASAR request(s)</u> and the <u>current stage(s) of the process each ASAR is at.</u>

Check Status View

To open an ASAR, click on the title. The ASAR needs to go through these stages to be completed:

Request Status	Supervisor Approval Status	Data Owner Processing
Started / Awaiting Supervisor Approval	Pending	Not Started
ASAR received by Data Owners	Approved	Not Started / In Progress
Access granted	Approved	Completed

Filter and sort the content by clicking on the column headings.

✓	🗋	Title	Request Status	Supervisor Approval Status	Supervisor	Data Owner Processing
	🗋	ASAR945 – Brandon Olds	Completed	Approved		Completed
	🗋	ASAR908 – Georgann Cope Watson	ASAR received by Data Owners	Approved		In Progress
	🗋	ASAR907 – David Kumka	ASAR received by Data Owners	Approved		In Progress