**Quick Step Guide**

**Requesting Employee Access to AUM Systems**

Steps to submitting a security access request within workflow.

1. Log into AUAccess
2. On the bottom right of the Employees page, is the Workflow Process (wait for it to load).
3. Select “AUM Security Request”
4. Complete the following fields:
	1. Workflow Specifics Name – make this unique to the employee (Entering employee last name with college or dept. abbrev. helps move the process through.)
	2. Banner ID – enter the employee’s 902/903 number
5. Press the “Start Workflow” button – you should get a confirmation that the workflow has started.
6. Refresh your screen by pressing the “worklist” option under “Home” until the workflow name you assigned appears in the queue. Select the workflow by clicking on the workflow name.
7. Select from the drop down boxes up to 10 security classes for the employee. (\*see below)
	1. Enter a reason for the request. (i.e. “New employee- needs access to build schedules”)
	2. Select whether the employee is a student worker.
	3. Press the COMPLETE button to continue.
8. Refresh your screen by pressing the “worklist” option under “Home” until the workflow name appears. Select the workflow by clicking on the workflow name.
9. This will be your confirmation screen. Review the data displayed to make sure the correct security classes were chosen and the request reason. You have the following options:
	1. Select “CONTINUE” and press the COMPLETE button – this will submit security request and route it for approvals. The workflow will no longer show up in your queue.
	2. Select “SELECT DIFFERENT SECURITY CLASS – REWORK” and press the COMPLETE button – this will allow you to go back to the main selection screen and start over. Follow the instructions starting with #6 above.
	3. Select “DO NOT PROCESS SECURITY REQUEST – STOP” and press the COMPLETE button – this will stop the request and remove it from your queue. If you want to do another security request, start at step #3 above.

This completes the submission process of a security request. You will receive an e-mail once the security classes have been set-up. (Security Class listing below)

***For Banner Access****: Select the position title that best defines the employee’s responsibilities.*

*Additional system requests can be added- Example: Degree Works, Argos, BDMS Associate-Xtender*

*For Department Heads: Academic Departmental Associate gives appropriate Banner access.*

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| **Security Groups**  |   | **Security Groups - continued** |
| Academic Advisor |  | Graduate Admissions’ Graduate Assistant |
| Academic Dean |  | Graduate Admissions’ Undergraduate Assistant |
| Academic Departmental Associate |  | Housing Associate |
| Vice Chancellor Academic Affairs |  | Housing Associate Director |
| Associate Bursar |  | Housing Student Worker |
| Billing Specialist |  | Human Resources Associate |
| Bursar |  | Internal Auditor |
| Accounting Cashier |  | Job Control-Report Processes |
| Admissions Associate |  | Learning Center |
| Admissions Director |  | Letter Generation |
| Admissions International |  | Library Associate |
| SEVIS Coordinator |  | Technical Librarian |
| Admissions Student Worker |  | Diversity and Multi-Cultural Affairs |
| Alumni Associate |  | OIE Associate Director |
| Athletics Associate |  | OIE Director |
| Athletic Compliance Coordinator |  | Campus Police Dispatcher |
| Director of Auxiliary Enterprises |  | Provost |
| BDMS Associate- Xtender |  | Quick Flow Forms |
| BDMS Administrator - Xtender |  | Recruiting Associate Director |
| Bookstore Associate |  | Recruiting Program Associate  |
| Bookstore Director |  | Recruiting Student Worker |
| Building and Room Management |  | Registrar Associate |
| Catalog Management |  | Associate Registrar |
| CDS Associate |  | Registrar |
| CDS Director |  | ROTC Associate |
| Chancellor Associate |  | University Relations Associate |
| Counseling Center |  | Degree Works Advisor |
| Event Management |  | Argos Reporting |
| Faculty Load Function |  | Xtender Document Management |
| Vice Chancellor for Finance |  | Remote Computer Access |
| Financial Aid Associate |  | Touchnet Cashiering |
| Financial Aid Associate Director |  | Identity Card System |
| Financial Aid Coordinator |  | Debit Declining Balance System |
| Financial Aid Director |  | Access Control System |
| Financial Aid Manager |  | Surveillance System |
| Financial Aid Student Worker |  | Advisor Scheduling System |
| General User |  | Payment Gateway |
| General User- Medical Forms |   | BossCars  |