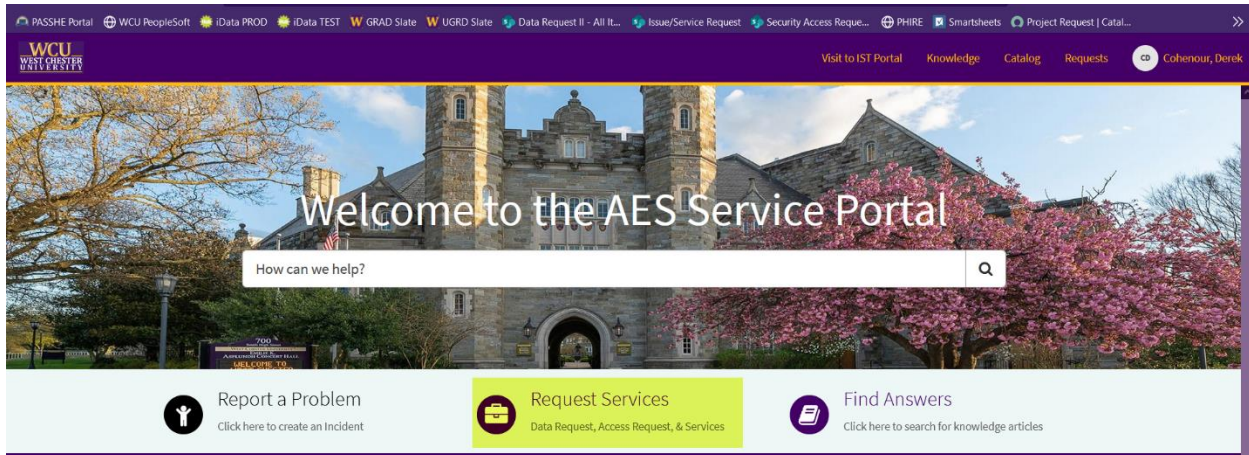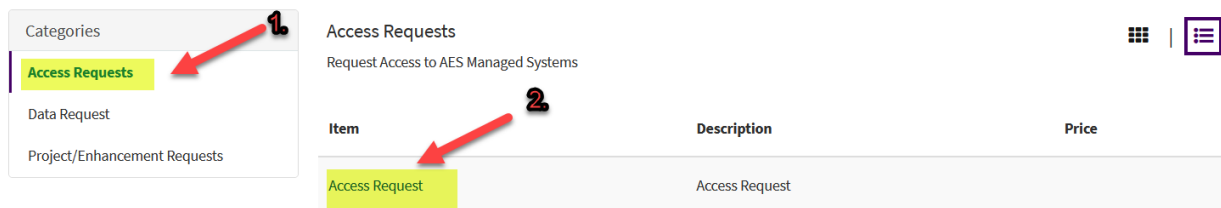# How to Request Access to Academic and Enterprise Managed Systems

1. Login to the [AES Service Portal](#)
2. Click on "Request Services"

3. Click on "Access Request" under Categories. Then Select the "Access Request" Service

4. *Fill out the requested information on the form. Depending on the system selected, additional information may be needed to complete your request. Please see additional information at the end of this document for system specific information*

- Requestor Name: Will always be pre-populated with who is logged into ServiceNow.
- Requested For: This is the Faculty or Staff that this access is needed for.
  - Filling this Field in will automatically populate the Supervisor and Department information for current employees
  - If name is incorrect, you may enter the correct supervisor by doing Last Name, First Name and selecting from the options provided
  - For student hires, you will need to enter the correct supervisor by doing Last Name, First Name and selecting from the options provided
- Start Date: Provide a start date for when the access is needed. If this is for a new employee, it should be on or after their official start date.

Different User with Same Access

Description/Narrative of Access Being requested

Are you requesting access to Student Data?

Yes   ▼

What is your Role?
- ☐ Dean
- ☐ Associate Dean
- ☐ Academic Department Chair
- ☐ Assistant Academic Department Chair
- ☐ Graduate Coordinator
- ☐ Advisor
- ☐ Manager
- ☐ Student Success
- ☐ Department Admin
- ☐ Unknown/Other

- Different User with Same Access: If possible, please provide a user with current access to the functionality requested
- Description/Narrative of Access being requested: Please provide details to the access request and include the business processes requiring the access.

5. Once you are finished filling out the form. Click the "Order Now" button.

Quantity: 1 ▾

Delivery Time: 0 Days

🛒 Add to Cart

Order Now

6. Click "Check Out". Leave this Request for box as it appears.

Order Confirmation ✖

Request for ⓘ

Cohenour, Derek ▾

⊞ Delivery Information (Optional)

⊞ Special instructions (Optional)

Cancel   **Checkout**

7. You will receive an email confirmation of your request that you can use to follow up, as necessary.

If you are requesting access to myWCU

* Is this access for a Student Worker/Graduate Assistant?

| No |

* General Area of Access being requested

☐ Undergraduate Admissions
☐ Graduate Admissions
☐ Registrar
☐ Bursar
☐ Financial Aid
☐ College/Department
☐ Finance
☐ Human Resources
☐ Other

- o Is this Access for a Student Worker: If yes, please indicate a date when this access should expire.

* Summary of MyWCU Access (Pages/processes)

| |

- o Summary of myWCU Access: Please list pages, processes and reports that you are requesting access to

If you are requesting access to SAS Dashboards

* What type of data are you requesting ?

☐ Admissions Data
☐ Scheduling Data
☐ Retention Data

* Do you need training?

| Yes |

- o Indicate the Type of Data being requested: Select all that apply
- o Do you need training: If yes, someone will reach out to schedule

If you are requesting access to OnBase

Is this a TEP Request?

No

- o Please select yes if this request if for access to the Tenure and Promotion process for candidates and/or reviewers

If you are requesting access to Navigate

Are you a member of a care team?

No

- o Indicate if you are a member of a Care Team