OMNI Security Training

Submitting Online Role Requests

Overview:

Understanding How to Submit Online Role Requests

This tutorial outlines the basic steps to submit an online role request (eORR). Security roles are required in order to give access to certain functionality, pages, and reports in OMNI. Roles may also be removed from user profiles when needed via an online role request.

Online role requests must be completed to receive Financial, Human Resources, Student OBI, and External Applicant security roles. Only one transaction per OMNI application can be completed in a single request. Also, only one type of action (add/delete) per transaction can be completed at any one time. Example: If there is a request to add roles to a user profile in the OMNI Financials system, this can be done in one transaction. If the same user needs to have roles added in another OMNI system, this will need to be requested in a separate transaction.

There are certain instances where the online role request cannot be completed and a hard copy form must be done. These forms should only be used for requests that cannot be handled via the OMNI eORR security request module. These requests include courtesy appointments, security roles defined as mutually exclusive in the eORR module, or employees' whose supervisor’s position and position to which the supervisor reports are both vacant. Click the appropriate links below to complete these forms.

- Financials Security Access Form
- HR Security Access Form
- OMNI HR Supplemental Access Request Form

For access to student and/or enrollment data via OBI/Business Objects, please complete the following forms:

- NWRDC User ID and System Access Request Form
- Authorization Request for Business Objects Student Data

It is the responsibility of the requestor/individual filling out this form to accurately detail information and obtain all necessary signatures prior to faxing the form to the OMNI Security Team at 645-9518. If there are any questions regarding OMNI security, email osecurity@admin.fsu.edu.

Procedure

Scenario:
In this topic, you will learn the steps to submit an Online Role Request (eORR).

Key Information:
Employee Name or ID
Role Name
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Submit Online Role Request</strong> link.</td>
</tr>
</tbody>
</table>

[Submit Online Role Request]
<table>
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<tbody>
<tr>
<td>2.</td>
<td>Enter the desired employee's information.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>4.</td>
<td>Select the employee's name link from the <strong>Search Results</strong>. Verify the correct Employee ID, Record Number, and Department appear for the desired employee.</td>
</tr>
</tbody>
</table>
5. Select the module for the desired role(s).

6. Click the **Continue** button.

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<thead>
<tr>
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<tbody>
<tr>
<td>5.</td>
<td>Select the module for the desired role(s).</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Continue</strong> button.</td>
</tr>
</tbody>
</table>
Step 7. Select the desired action for the request.

NOTE: Only one type of action (add or delete) can be requested per transaction.

Step 8. Click the Continue button.
<table>
<thead>
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</table>
| 9.   | Select the desired area for the request.  
**NOTE:** Central Office Roles are only given to those who work within a central office, such as: Purchasing, Travel, Sponsored Research, Human Resources, or the Controller's offices. Roles included within these areas are for internal use only. |
<p>| 10.  | Click the <strong>Continue</strong> button. |
| 11.  | Roles listed within the gray box at the top of the page have already been granted to the employee. |</p>
<table>
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<tbody>
<tr>
<td>12.</td>
<td>To view a description of the role and its associated functionality, select the <strong>Role Name</strong> link.</td>
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</tbody>
</table>

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The above description which indicates specific, role-based functionality associated with this role.

Click the **Return** button.

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**Role Details**

**Role Name**  FSU_OBI_STU_ADM  

**Description:** Role provides access to the Admissions Central Dashboard

**Role Type:** Department Roles

**Mutually Exclusive Roles:** None

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**Return**
14. To select a desired role, click the appropriate checkbox.

15. Scroll down the page to continue.
Step 16. Click the **Continue** button.

Step 17. Click the **Reason for Request** list.

Step 18. Select the appropriate reason for this role request.

Step 19. Enter comments appropriate for the request into the **Justification** field.

Step 20. Prior to submitting, verify the Department and Supervisor are correct. The Supervisor listed will be the first approver for this request.

**NOTE:** If the Supervisor is incorrect, do not proceed with the role request. Instead, contact HR to determine why this information is incorrect.
### Step 21

Verify the roles to be added or deleted appear correctly.

If all information is correct, click the **Submit** button.

![Submit Button](image)

### Step 22

If an employee submits the request for themself, they will be prompted with an acknowledgement statement at the time of submittal.

**NOTE:** If a role request is submitted on behalf of an employee, they will be prompted to approve the request with a confirmation statement.

Click the **OK** button.

![OK Button](image)
<table>
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<tr>
<td>23.</td>
<td>Scroll down to the bottom of the page to see the approval routing of this request.</td>
</tr>
</tbody>
</table>
24. After the role request is submitted, the approvals are created. If the role request is created by the employee, he/she will receive an acknowledgment of acceptance of the roles. If the role request is submitted on behalf of an employee, that employee will receive an email notification and worklist item to acknowledge the request. If the role request is submitted to delete roles, no acknowledgment is needed.

25. After the employee acknowledges the roles, the supervisor will be sent an email notification and worklist item to approve the role request. After the supervisor approves the role request, the final approval is done by central office role owners.

26. Click the Home link.

27. Congratulations! You have completed the topic.

End of Procedure.