Instructions for completing form NDUS-CND-007

Send completed form to mailto:trish.muir@und.edu and joanne.barstad@und.edu

This form is to be used for requests for access to HRMS environments. Please complete this form electronically, to enable it to be emailed and attached to a Help Ticket, as indicated below.

- Indicate the environment that pertains to your request, by placing a check mark on Production or by listing the environment other than Production.

- Indicate the request type needed. (Examples are a request to add a new user, a request to change a user’s access or a request to delete the user's access.) For a change or delete indicate the reason.

- Indicate the request date.

- Indicate the requestor’s full legal name, including middle initial. (No nicknames such as Bob for Robert or Judy for Judith.)

- Indicate the requestor’s phone number.

- Indicate the requestor’s Email address.

- Indicate the requestor’s Employee (EmplID) number.

- Indicate the requestor’s NDUS Userid, if known.

- Indicate the requested date of completion for this request.

- Indicate any special instructions.

- Indicate the name of the Primary Permission list. (Examples are PPBSC, PPDSU, PPSCS, etc.)

- Indicate the Row Level Data Permission list. (Examples are DPBS2100, DPDSU, DPSCS, etc.)

- Indicate if Expert Entry is approved for the requestor.

- Indicate the exact role names that are required. Indicate if the role(s) is to be added or deleted.

- Indicate the OrgPlus role needed: (Only one role can be assigned)
  - C Admin – Users assigned this role should have the NDU_C_Admin role in HRMS Production.
  - D Admin – Users assigned this role should have the NDU_D_Admin role in HRMS Production.
  - Domain Admin – This role is assigned to the user on each campus that is the OrgPlus Domain Administrator.

- For approval for OrgPlus, email this form to your Campus OrgPlus Domain Administrator who if approving, will:
  a. Sign the request (If an electronic signature cannot be obtained, indicate the Domain Administrator's name.)

- Requestor’s signature is required. (If an electronic signature is not available, enter the requestor’s name.)

- Requestor’s signature that Data Privacy training has been completed. (This will be verified by Campus Access Control Officer.) (If an electronic signature is not available, enter the requestor’s name.)

- Signature of approval must be provided by the Department Head before it is sent to the Campus Access Control Officer for approval. (If an electronic signature is not available, enter the Department Head’s name.)
• When the form has been completed and approved, the Campus Access Control Officer will:
  
a. Sign the form electronically or indicate approval by entering his/her name on the form.
b. Complete a Help Ticket and attach this completed form to the Help Ticket.
c. Assign the Help Ticket to the NDUS Security group.
d. If not approving, notify the requestor.

• When the request has been processed, the user will be notified by email by the NDUS Security group and the originator of the Help Ticket will be notified by email.