



SIS Access Request Guide

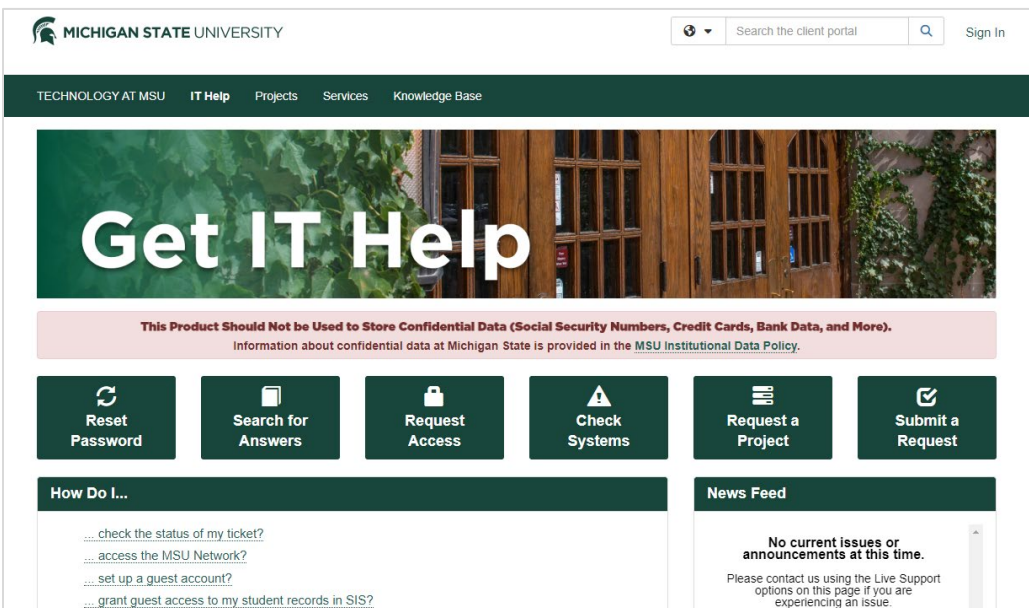
Overview

This guide provides an overview of how to request access to SIS Campus Solutions via Access Management on [IT Help](#). Questions while completing this form can be directed to MSU IT Help; for other SIS-related questions, please reach out to sis@msu.edu.

Please note: not all SIS access requests will look like the example in this guide. Some requests will require less detail, while others will require additional information. A Student Records access request is being used as the example throughout this guide, so the below example is not reflective of all access requests.

Process

1. Visit the IT Help self-service portal at ithelp.msu.edu
2. Select the “Request Access” tile from the homepage



3. After expanding the SIS Student Information System section, select the appropriate access form by clicking “Request” (options include Financial Aid, Grad, Student Financials or Student Records)



Access Management

Access Request Forms

MSU employees currently gain access to certain systems and applications through an access request process coordinated by MSU Information Technology. Access to a variety of information systems, mainframe data files, and reporting databases for MSU faculty and staff is granted through access requests.

Before allowing access to these system and data, the employing department of the individual requiring access and the department responsible for the data must approve access for the the individual. Below are links to forms that can be used to request access. Click on the plus sign (+) in the header to expand the section.

Access Requests +

Enterprise Business Systems (EBS) Access Requests +

Student Information System (SIS) Access Requests -

SIS Student Information Systems Admissions

Add or remove access to the SIS system for Admissions access [More Information](#)

Request

SIS Student Information Systems Financial Aid

Add or remove access to the SIS system for Financial Aid access [More Information](#)

Request

SIS Student Information Systems Grad

Add or remove access to the SIS system for Grad access [More Information](#)

Request

SIS Student Information Systems Student Financials

Add or remove access to the SIS system for Student Financials access [More Information](#)

Request

SIS Student Information Systems Student Records

Add or remove access to the SIS system for Student Records access [More Information](#)

Request

4. If prompted, enter your MSU NetID login information to access the form
5. Select the green button “Show/Hide Instructions on Overriding a Default Organization” and review the instructions.

To add the individual users requesting access (either yourself or someone else)

- a. In the “Search for Users” box, search for a user by name or NetID; click “Search”
- b. Select the appropriate user from the drop-down menu; if it is a common name like John Smith, there may be multiple users in the menu
- c. Select the green box with arrows (>>) to move the selected name to the box on the right



- d. If you need to override the user's organization, select the user you would like to update by clicking on their name in the right-hand box. Selecting them makes the "Search for an Override Organization" field appear.

- e. In the "Search for an Override Organization" box, search for a new organization by entering an organization's name or by entering an [organizational code](#).
- f. Select Tab button
- g. All options for possible matching organizations will appear. Select the appropriate option
- h. Select Update
- i. *Important note: more than one user can be added at a time, but the access being requested for all users must be the same*
- ii. *Select your primary organization for the access being requested. If the user has multiple organizations, then choose the organization for which the access is needed*



6. After adding the user information, select “Add” or “Remove” under the “Action” drop-down menu
 - a. Select the business roles you will be adding or removing for the user
 - b. More than one business role can be selected at a time (*reminder: if submitting a request for multiple users, their access must be identical*)

Action	Business Role
Add	<input type="checkbox"/> Student Records Staff
	<input type="checkbox"/> Student Records Admin
	<input type="checkbox"/> SR System Admin
	<input type="checkbox"/> Department Admin View
	<input type="checkbox"/> Department Admin Update
	<input type="checkbox"/> Department Scheduler
	<input type="checkbox"/> Graduate Advisor
	<input type="checkbox"/> Undergraduate Advisor
	<input type="checkbox"/> Emergency Contact View
	<input type="checkbox"/> Peer Mentor/Tutor
<input type="checkbox"/> Advising Front Office	
<input type="checkbox"/> OISS Update	
<input type="checkbox"/> NSO Central Staff	
<input type="checkbox"/> Support Unit - HR	
<input type="checkbox"/> College of Law Administrator	
<input type="checkbox"/> Human Medicine Correct	
<input type="checkbox"/> Human Medicine Viewer	
<input type="checkbox"/> Osteo Med Correct	
<input type="checkbox"/> Osteo Med Base Update	
<input type="checkbox"/> Osteo Med Base View	

7. Depending on what role is selected, additional row-level access selections may be required

MICHIGAN STATE UNIVERSITY

Access Management

TECHNOLOGY AT MSU IT Help Services Knowledge Base

Select Users

User Search MSU Username Name Organization Name

Search Add User

Requester MSU Username Requester Name Requester Organization Name

b K PROVOST EVP FOR ACADEMIC AFFAI...

MSU Username Name Employing Organization

s J IT SERVICES COMMUNICATION AND ...

Organization Override

10004000 Remove

Please Select Add Organization

Please Select

COLLEGE OF ARTS AND LETTERS | 10004000

SIS Student Records

Please select the roles being requested for the affected user(s).

8. For example, when selecting the “Undergraduate Advisor” business role in Student Records, additional fields will need to be completed; the form will automatically expand with those selections
 - a. Review each additional row to determine what rows are required
 - i. Note: Some roles may not need additional information and will not, by default, be expanded
 - b. In this example, an advisor will need to select what Academic Organizations, Programs, Plans and other items to complete the access request
 - i. In each section, search for the appropriate selection by name or by code
 - c. Select the appropriate item and use the right arrows (>>) to add that selection to the form request



- i. Codes for academic organizations, plans, programs, milestones, etc., can be viewed via this [SIS Campus Solutions Role Chart for Access Requests knowledge document](#)

Academic Organization

Collapse Row ☐ No

Please select Organizations for selected role(s)

Search Organization code(s) or name(s)

Search

AAAS | 40001103
Accounting Information Systems | 10008009
Advertising Public Relations | 10010022
Aerospace Studies | 10043024
Aerospace Studies | 10051024
Aerospace Studies | 10053024
Ag Food Resource Economics | 10002036

>> << Clear

Advertising Public Relations | 10010022

Academic Program

Collapse Row ☐ No

Please select Programs for selected role(s)

Search Program code(s) or name(s)

Search

AGTEC | Agricultural Technology | AGTC
All AGTC | All Agricultural Technology | AGTC
All GCRT | All Graduate Certification | GCRT
All GRAD | All Graduate Certification | GRAD
All HMED | All Human Medicine | HMED

>> << Clear

9. In some instances, access will be defined by a user's ability to view (inquiry) or update data; in this example, advisors are asked to select what Student Groups and Milestones they will need to access

Student Group

Collapse Row ☐ No

Please select Student Group Security for selected role(s)
Advisor roles include Inquiry access for All Student Groups. Please select update access if required

Search Student Group code(s) or name(s)

Search

ACDM | CANR Pref-Construction Mngt
ACSP | Citizen Scholar Program Track
AERO | Aerospace Studies
AIND | CANR Pref-Interior Design
ALAC | Linked BA/MS Accounting Track
ALAR | CANR Pref-Landscape Architect
ALLI | Link BA/MA Linguist/TESOL Trck

Inquiry/Update
Please Select
Please Select
Inquiry
Update

>> << Clear

Milestone

Collapse Row ☐ No

Please select Milestone Security for selected role(s)
Advisor roles include Inquiry access for All Milestones. Please select update access if required

Search Milestone code(s) or name(s)

Search

AELETEMAJR | Elementary Ed Teaching Major
AELETEMNR | Elementary Ed Teaching Minor
AK12TEMAJR | K-12 Teaching Major
AK12TEMNR | K-12 Teaching Minor
All | All Milestones
ASECTEMAJR | Secondary Ed Teaching Major
ASECTEMNR | Secondary Ed Teaching Minor

Inquiry/Update
Please Select

>> << Clear



10. There may also be additional SACR (Student Administrative Contributable Relations) access options at the end of the form; if applicable, access those options by toggling the button to “Yes”

Is Degree Substitution SACR required?

No

11. Once all the appropriate row-level access selections are completed (if applicable), enter the business need for the access

- a. Be as descriptive as possible for why the user needs this access, e.g., “Sparty is the newest advisor on our team and will need to complete work in SIS to serve students”

12. Finally, select “Check Form”

- a. The form will flag any areas where information was not appropriately filled out or where information is missing
- b. You will not be able to submit the request until the form is complete and passes this validation process

No Business Need/Comments - Please enter Business Need/Comments

No Program selected - Please select at least one Program

No Plan selected - Please select at least one Plan

No Enrollment selected - Please select an Enrollment

No Degree Clearance selected - Please select at least one Plan

No Service Indicator selected - Please select at least one Service Indicator

No Student Group selected - Please select at least one Student Group

No Business Need/Comments - Please enter Business Need/Comments

Check Form

Form not valid - Please fix indicated errors and Check Form again

Submit Access Request

13. When the form check is complete, select “Submit Access Request”

- a. Your access request will be routed to the appropriate team for approvals
- b. You will receive an automatic email from MSU IT confirming that your access request has been submitted
- c. You will then receive separate confirmation email messages – one to confirm the access has been requested; one to confirm the request has been approved, and one that confirms the access has been granted

Check Form

Form Validated

Submit Access Request