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](#)
- External Applications (Non-OMNI) Access Request Form

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

- [Computer System Application Access 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 appropriate Application Security Manager. If there are any questions regarding OMNI security, email mailto: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

Step	Action
1.	Click the **Submit Online Role Request** link. Submit Online Role Request

OMNI Training Guide

Online Role Request
Employee Search

Step	Action
2.	Enter the desired employee's information.
3.	Click the **Search** button. Search
4.	Select the employee's name link from the **Search Results**. Verify the correct Employee ID, Record Number, and Department appear for the desired employee.

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ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Main Menu > Employee Central > Resources and Applications > Submit Online Role Request

Create Role Request
Select the Application

Susie Seminole   Employee ID   000085367   Empl Rcd#   0

- ○ Financials [?]
- ○ Human Resources [?]
- ○ Student OBI [?]
- ○ External Application(Non-OMNI) [?]

[Continue]

Step	Action
5.	Hover over the [?] icon to display the types of roles that are available in each application.
6.	Select the module for the desired role(s).
7.	Click the **Continue** button. [Continue]

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Welcome!

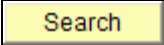Main Menu > Employee Central > Resources and Applications > Submit Online Role Request

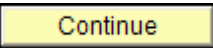**Create Role Request**

Select Action

Susie Seminole   Employee ID   000085367   Empl Rcd#   0

Do you want to add or delete role(s) for the this employee?

○ Add

○ Delete

[Back]   [Continue]

Step	Action
8.	Select the desired action for the request. **NOTE:** Only one type of action (add or delete) can be requested per transaction.
9.	Click the **Continue** button. [Continue]

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Welcome!

Main Menu > Employee Central > Resources and Applications > Submit Online Role Request
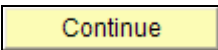
Create Role Request

Select type of Roles for Human Resources Application

Susie Seminole   Employee ID   000085367   Empl Rcd#   0

○ Central Office Roles

○ Department Roles

○ Both

[Back]   [Continue]

Step	Action
10.	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.
11.	Click the **Continue** button. Continue
12.	Roles listed within the gray box at the top of the page have already been granted to the employee.

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Create Role Request

Select the Roles for Student OBI Application

Susie Seminole   Employee ID 000085367   Empl Rcd#   0

Following roles are already assigned to this employee in Student OBI Application

None

Select Roles	Customize	Find		First ◄ 1-101 of 101 ► Last
☐ FSU_OBI_STU_1	FSU_OBI_STU_1
☐ FSU_OBI_STU_ADM	Access to Admissions Central
☐ FSU_OBI_STU_ANR_RO	RO Access to A&R Shared Folder
☐ FSU_OBI_STU_ANR_RW	RW Access to A&R Shared Folder
☐ FSU_OBI_STU_ANSWRS	Access to Student Answers
☐ FSU_OBI_STU_APPS_ROF	RO Access to Ac & Prof Pgm Svc
☐ FSU_OBI_STU_APPS_RWF	RW Access to Ac & Prof Pgm Svc
☐ FSU_OBI_STU_AnR	Access to Student subject area
☐ FSU_OBI_STU_CARE_ROF	RO access to CARE Shared Foldr
☐ FSU_OBI_STU_CARE_RWF	RW access to CARE Shared Foldr
☐ FSU_OBI_STU_CBUS_RO	RO access to Coll of Business
☐ FSU_OBI_STU_CBUS_RW	RW access to Coll of Business
☐ FSU_OBI_STU_CED_RO	RO access to Coll of Education
☐ FSU_OBI_STU_CED_RW	RW access to Coll of Education
☐ FSU_OBI_STU_CENG_ROF	RO access to Coll of Engineer
☐ FSU_OBI_STU_CENG_RWF	RW access to Coll of Engineer
☐ FSU_OBI_STU_CMUS_RO	RO access to College of Music
☐ FSU_OBI_STU_CMUS_RW	RW access to College of Music
☐ FSU_OBI_STU_COMM_ROF	RO access to Coll of Communic

Step	Action
13.	To view a description of the role and its associated functionality, select the **Role Name** link.

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Role Details

Role Name   FSU_OBI_STU_ADM   Application Suite Student OBI

Description: Role provides access to the Admissions Central Dashboard

Role Type: Department Roles

Mutually Exclusive Roles:

None

Return

Step	Action
14.	The above description which indicates specific, role-based functionality associated with this role. Click the **Return** button. Return

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Create Role Request

Select the Roles for Student OBI Application

Susie Seminole   Employee ID 000085367   Empl Rcd# 0

Following roles are already assigned to this employee in Student OBI Application
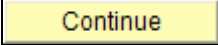
None

Select Roles	Customize | Find | 🎛	First ◀ 1-101 of 101 ▶ Last
☐ FSU_OBI_STU_1		FSU_OBI_STU_1
☐ FSU_OBI_STU_ADM		Access to Admissions Central
☐ FSU_OBI_STU_ANR_RO		RO Access to A&R Shared Folder
☐ FSU_OBI_STU_ANR_RW		RW Access to A&R Shared Folder
☑ FSU_OBI_STU_ANSWRS		Access to Student Answers
☐ FSU_OBI_STU_APPS_ROF		RO Access to Ac & Prof Pgm Svc
☐ FSU_OBI_STU_APPS_RWF		RW Access to Ac & Prof Pgm Svc
☐ FSU_OBI_STU_AnR		Access to Student subject area
☐ FSU_OBI_STU_CARE_ROF		RO access to CARE Shared Foldr
☐ FSU_OBI_STU_CARE_RWF		RW access to CARE Shared Foldr
☐ FSU_OBI_STU_CBUS_RO		RO access to Coll of Business
☐ FSU_OBI_STU_CBUS_RW		RW access to Coll of Business
☐ FSU_OBI_STU_CED_RO		RO access to Coll of Education
☐ FSU_OBI_STU_CED_RW		RW access to Coll of Education
☐ FSU_OBI_STU_CENG_ROF		RO access to Coll of Engineer
☐ FSU_OBI_STU_CENG_RWF		RW access to Coll of Engineer
☐ FSU_OBI_STU_CMUS_RO		RO access to College of Music
☐ FSU_OBI_STU_CMUS_RW		RW access to College of Music
☐ FSU_OBI_STU_COMM_ROF		RO access to Coll of Communic

Step	Action
15.	To select a desired role, click the appropriate checkbox.
16.	Scroll down the page to continue.

Step	Action
17.	Click the **Continue** button. Continue

Create Role Request
Role Entry for Student OBI Application

Susie Seminole   Employee ID   000085367   Empl Rcd#   0

General Information

*Reason for Request:	*Justification:
Request Status:	Pending
Department:	189000
Supervisor:	00003339 Regina Renegade

Created On: 06/02/2010   By: SSEMINOLE
Last Updated: By:

Following roles are already assigned to this employee in Student OBI Application

None

Roles   Customize | Find | ☷   First ◀ 1 of 1 ▶ Last

Role Name	Description		
FSU_OBI_STU_ANSWRS	Access to Student Answers	+	−

Back   Submit

Step	Action
18.	Click the **Reason for Request** list.
19.	Select the appropriate reason for this role request.
20.	Enter comments appropriate for the request into the **Justification** field.
21.	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	Action
22.	Verify the roles to be added or deleted appear correctly. If all information is correct, click the **Submit** button. Submit

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SEARCH FLORI
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Welcome!

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Create Role Request

Submit Confirmation

Susie Seminole   **Employee ID**   000085367   **Empl Rcd#**   0

Click ok to submit the request. You can click cancel to go back to previous page without submitting the request.

OK   Cancel

Step	Action
23.	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

Step	Action
24.	Scroll down to the bottom of the page to see the approval routing of this request.

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Employee Acknowledgement

▽ REQUEST_ID=0000004292:Pending   ⊞ Start New Path

Employee Acknowledgement

Pending
🕑 SEMINOLE, SUSIE
FSU_EORR_EMPL_ACKNLG   ⊸⊞

Supervisor Approval

▽ REQUEST_ID=0000004292:Awaiting Further Approvals   ⊞ Start New Path

Supervisor Approval

Not Routed
⊞▶ 📧 Renegade, Regina
FSU_EORR_SUP_APR   ⊸⊞

Role Approval

Start New Path

▽ REQUEST_ID=0000004292, ROLENAME=FSU_HR_DEPARTMENT_USER:Initiated ⊞

Role Approval

Not Routed
⊞▶ 📧 Multiple Approvers
FSU_EORR_ROLE_APR   ⊸⊞

Step	Action
25.	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.
26.	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.
27.	Click the **Home** link. Home
28.	**Congratulations!** You have completed the topic. **End of Procedure.**