



OMNI Security

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](#)
- [HR Supplemental Access Request Form](#)
- [HR T&L Group Security Access Request Form](#)

For requesting 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 and Role Name




OMNI Training Guide


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



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Training Guide

Step	Action
2.	Enter the desired employee's information.
3.	Click the Search button. 
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

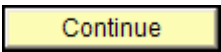
Financials ?

Human Resources ?

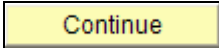
Student OBI ?

External Application(Non-OMNI) ?

Continue

Step	Action
5.	Select the module for the desired role(s).
6.	Click the Continue button. 

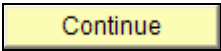


Step	Action
7.	Select the desired action for the request. NOTE: Only one type of action (add or delete) can be requested per transaction.
8.	Click the Continue button. 



OMNI

Training Guide

Step	Action
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.
10.	Click the Continue button. 
11.	Roles listed within the gray box at the top of the page have already been granted to the 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 Roles for Human Resources Application

Susie Seminole Employee ID 000085367 Empl Rcd# 0

Following roles are already assigned to this employee in Human Resources Application

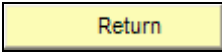
None

Select Roles	Customize Find	First 1-16 of 16 Last
<input type="checkbox"/> FSU_EP_EMPLOYEE	ePerformance Employee role	
<input type="checkbox"/> FSU_EP_MANAGER	ePerformance Manager role	
<input type="checkbox"/> FSU_FACET_AOR_REP	Departmental User Role	
<input type="checkbox"/> FSU_FACET_CORE_VIEW_ONLY	FACET view only	
<input type="checkbox"/> FSU_FACET_REP	FACET department rep	
<input type="checkbox"/> FSU_HR_DEPARTMENT_USER	Department User Role	
<input type="checkbox"/> FSU_HR_UPDATE_PI	Department User Role	
<input type="checkbox"/> FSU_OBI_ANS_DHR_RO	Department users	
<input type="checkbox"/> FSU_OBI_ANS_DHR_RW	Department users	
<input type="checkbox"/> FSU_PR_DEPARTMENT_USER	Department User Role	
<input type="checkbox"/> FSU_PY_FI_REP_INQUIRY	Grants access to OBI reports.	
<input type="checkbox"/> FSU_SS_ADDL_APPROVER	Department User Role	
<input type="checkbox"/> FSU_SS_MANAGER	Department User Role	
<input type="checkbox"/> FSU_SS_RECRUITING_APPROVER	Department User Role	

Step	Action
12.	To view a description of the role and its associated functionality, select the role name link.



The screenshot shows the 'Role Details' page in the OMNI system. At the top, there is a navigation breadcrumb: 'Main Menu > Employee Central > Resources and Applications > Submit Online Role Request'. The page title is 'Role Details'. The role name is 'FSU_HR_DEPARTMENT_USER' and the application suite is 'Human Resources'. The description is: 'This role includes the viewing of job and position data, citizenship data, update department rep information, and view tenure data as well as job code and departments.' The role type is 'Department Roles'. There are no mutually exclusive roles listed. A 'Return' button is located at the bottom left of the page.

Step	Action
13.	<p>The above description which indicates specific, role-based functionality associated with this role.</p> <p>Click the Return button.</p> 



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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 Roles for Human Resources Application

Susie Seminole Employee ID 000085367 Empl Rcd# 0

Following roles are already assigned to this employee in Human Resources Application

None

Select Roles Customize | Find | First 1-16 of 16 Last

<input type="checkbox"/>	FSU_EP_EMPLOYEE	ePerformance Employee role
<input type="checkbox"/>	FSU_EP_MANAGER	ePerformance Manager role
<input type="checkbox"/>	FSU_FACET_AOR_REP	Departmental User Role
<input type="checkbox"/>	FSU_FACET_CORE_VIEW_ONLY	FACET view only
<input type="checkbox"/>	FSU_FACET_REP	FACET department rep
<input checked="" type="checkbox"/>	FSU_HR_DEPARTMENT_USER	Department User Role
<input type="checkbox"/>	FSU_HR_UPDATE_PI	Department User Role
<input type="checkbox"/>	FSU_OBI_ANS_DHR_RO	Department users
<input type="checkbox"/>	FSU_OBI_ANS_DHR_RW	Department users
<input type="checkbox"/>	FSU_PR_DEPARTMENT_USER	Department User Role
<input type="checkbox"/>	FSU_PY_FI_REP_INQUIRY	Grants access to OBI reports.
<input type="checkbox"/>	FSU_SS_ADDL_APPROVER	Department User Role
<input type="checkbox"/>	FSU_SS_MANAGER	Department User Role
<input type="checkbox"/>	FSU_SS_RECRUITING_APPROVER	Department User Role

Step	Action
14.	To select a desired role, click the appropriate checkbox.
15.	If the desired role does not appear in the Select Roles column, you may need to complete a hard copy form. This form should only be used for requests that cannot be handled via the OMNI eORR security request module. Select the appropriate link below to complete the required hard copy form. <ul style="list-style-type: none"> • Financials Security Access Form • HR Security Access Form • HR Supplemental Access Request Form • HR T&L Group Security Access Request Form • NWRDC User ID and System Access Request Form • Authorization Request for Business Objects Student Data
16.	Click the Continue button.



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SEARCH FLORIDA STATE

Welcome!
Home

[Main Menu](#) > [Employee Central](#) > [Resources and Applications](#) > [Submit Online Role Request](#)
[New Window](#) | [Help](#)

Create Role Request

Role Entry for Human Resources 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 Human Resources Application

None

Roles		Customize Find <input type="button" value="First"/> 1 of 1 <input type="button" value="Last"/>
Role Name	Description	
FSU_HR_DEPARTMENT_USER	Department User Role	+ -

Step	Action
17.	Click the Reason for Request list. <input type="text" value=""/>
18.	Select the appropriate reason for this role request.
19.	Enter comments appropriate for the request into the Justification field.
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.
21.	Verify the roles to be added or deleted appear correctly. If all information is correct, click the Submit button. <input type="button" value="Submit"/>



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Welcome!

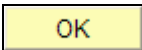
Main Menu > Employee Central > Resources and Applications > Submit Online Role Request

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.

Step	Action
22.	<p>If an employee submits the request for themselves, they will be prompted with an acknowledgement statement at the time of submittal.</p> <p>NOTE: If a role request is submitted on behalf of an employee, they will be prompted to approve the request with a confirmation statement.</p> <p>Click the OK button.</p> 



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SEARCH FLORIDA STATE
Web Search

Welcome! Home Sig

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

[New Window](#) | [Help](#) | [Customize P](#)

Create Role Request
Role Entry for Human Resources Application

Susie Seminole Employee ID 000085367 Empl Rcd# 0 Request ID 0000004292

General Information

*Reason for Request: Change in Job Duties *Justification: New job duties.
Request Status: Submitted for Approvals
Department: 189000
Supervisor: 00003339 Regina Renegade
Created On: 06/02/2010 By: SSEMINOLE
Last Updated: 06/02/10 11:10:15AM By: SSEMINOLE

Following roles are already assigned to this employee in Human Resources Application

None

Roles Customize | Find | First 1 of 1 Last

Role Name	Description		
FSU_HR_DEPARTMENT_USER	Department User Role	+	-

Approval Monitor

Employee Acknowledgement

Step	Action
23.	Scroll down to the bottom of the page to see the approval routing of this request.
24.	<p>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.</p> <p>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.</p> <p>If the role request is submitted to delete roles, no acknowledgment is needed.</p>
25.	<p>After the employee acknowledges the roles, the supervisor will be sent an email notification and worklist item to approve the role request.</p> <p>After the supervisor approves the role request, the final approval is done by central office role owners.</p>
26.	Click the Home link. Home
27.	<p>Congratulations! You have completed this topic.</p> <p>End of Procedure.</p>