OARS Demo and Access Changes

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ITS Access & Accounts Manager
Online Access Request System (OARS)

- OARS is a Web-based process for requesting access to administrative data.
Online Access Request System (OARS)

Use OARS to:

- Add
- Delete
- Approve

• Ensure staff have the right training & software licenses.

Access for users in your unit
Welcome to the Online Access Request System (OARS), where U-M faculty and staff can request access to our administrative data systems.

Use the menus or the search below to get started. For help using this system, please contact Access & Accounts.

Search OARS
Search for roles, courses, requests & user security

New Access Requests

- Create an Access Request
  - Common Role Finder
  - Role Selection Tool
  - Roles Similar To Existing User
  - Request to Delete

- View and Submit Existing Requests for mackeyj
- View Assigned Roles for mackeyj
Secondary Security

Use Secondary Security to adjust limiting factors for roles (e.g., Program, Career)
# Role Descriptions

## Access Role Descriptions

Roles displayed for pstrain3

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Community</td>
<td>The role provides update access to schedule the final exam for a class. This role is for staff in the schools and colleges.</td>
</tr>
<tr>
<td>Curriculum</td>
<td></td>
</tr>
<tr>
<td>SR EXAMS MAINTAINER</td>
<td><strong>Required Training:</strong> CUS202&lt;br&gt;<strong>Secondary Security:</strong> Acad Org</td>
</tr>
<tr>
<td>M-Reports</td>
<td></td>
</tr>
<tr>
<td>DeansDataReports</td>
<td>Provides access to Deans Data Reports in M-Reports.</td>
</tr>
<tr>
<td>Recruiting and Admissions</td>
<td></td>
</tr>
<tr>
<td>RA ORIENTATION BASIC REPORTER</td>
<td><strong>Recommended Training:</strong> MPE001</td>
</tr>
<tr>
<td>Student Records</td>
<td></td>
</tr>
<tr>
<td>SR ADVISING REPORT USER</td>
<td>This role provides access to the operational Advising Report and is intended for advising staff within schools and colleges.</td>
</tr>
<tr>
<td>SR CAREER PLAN AND PLACE USER</td>
<td></td>
</tr>
</tbody>
</table>
Request Roles Similar to Existing User

1. Use Access Validation Report or OARS to identify existing user whose access you want to match.
2. Select **Roles Similar to Existing User** in OARS to initiate request.
Request Roles Similar to Existing User

Submit and Authorize Roles Request for mackeyj

Reference Number: eM0139786
Status: UnSubmitted

Access and Compliance is on file.

Request Information

Type: ○ General Access ○ Unit Transfer

User Information

Username: mackeyj
User Name: Jeanne Mackey (Regular Employee)
Unit: Its Dsgn-Bld Solutions Pool

Phone: 734/763-7201
Dept ID: 481473

*This does not include restricted roles and includes current access only.

Add roles similar to uniquname: labarnes

Add Roles

Requestor Information

Requestor: Jeanne Mackey (Regular Employee)
Phone: 734/763-7201
Unit: Its Dsgn-Bld Solutions Pool
Dept ID: 481473

Role Information

Add Roles

Roles Available to Add
AdmissionsAid
AdmissionsTargetSetter
AM DEPARTMENT ASSET SPECIALIST
AM FINANCIAL MANAGER
AM PROPERTY CONTROL MANAGER
AM PROPERTY CONTROL STAFF
AM PROPERTY DISPOSITION EMPL
AM VIEWER
Applicant Administrator
Applicant Administrator-MJoin

Roles Being Requested
HR APPT VIEWER
HR EMP RESUME VIEWER
TL TIME ENTRY APPROVER

Add <------

Remove
Tips

• Use **Submit Batch Load** option for 10 or more employees.

• **Optional:** Attach list of DeptIDs (Excel file) to access request.
Coming to an Access Process Near You!

- **Unit Transfer** process replaced by **Access Change**.
- Default Data Warehouse access is via **BusinessObjects**.
Unit Transfer Replaced by Access Change

New process:

• No more Unit Transfer in OARS
• In response to your feedback--and our data
• Supported by University Audits
Unit Transfer Replaced by Access Change

When a new staff member joins your unit:

1. Use **Access Validation Report** to check his/her access.
2. If needed, submit **Access Change** request to add/delete roles.
Reminders

• **Remove role(s) when necessary**—no more “remove all access”.

• **Transfer Worklist** items in Financials to another person before staff departure.

• **Some FIN roles** simply need a change in location code.

**UL responsibility**: Ensure that each staff member has the correct up-to-date access.
Data Warehouse Default = BusObj

• **New:** By default, Data Warehouse access will be granted via BusinessObjects.

• For non-BusObj (Oracle) access, request in comments.

• Existing DW access has both BO and Oracle access for each data set.
Questions?

I want to thank all of the Unit Liaisons for their diligent work and partnership.