JOINT FINANCIALS, HRMS & STUDENT ADMINISTRATION UNIT LIAISON PROGRAM KICKOFF

May 16, 2012
AGENDA

- Joint Unit Liaison program details
- Responsibilities of Unit Liaison
  - IT System Access
  - Communication Conduit
- Next Steps
DEFINITION OF UNIT LIAISONS

Unit Liaisons are change agents, working to provide vital 2-way communication regarding impacts of ITS systems and services on their units and unit faculty/staff.
JOINT UNIT LIAISON PROGRAM – WHO?

- Currently 5 UL programs:
  - Financials
  - HRMS
  - Student Administration
  - Research
  - DART (Development)

- Change to Financials, HRMS & Student Administration at this time
JOINT UNIT LIAISON PROGRAM – WHAT? WHEN? WHERE?

- Meeting structure change
  - Attend in person, virtually or watch recording
  - 3rd Wednesday every other month – Jan, March, May, July, Sept, Nov.
  - Agenda grouped by audience with listed times
JOINT UNIT LIAISON PROGRAM – WHY?

- You told us:
  - Commit to a regular schedule, so you can plan
  - Consolidate meetings, so you can share meeting responsibilities
  - Record meetings, so you can share important presentations with others in your unit
  - Be Interactive, so everyone can participate
  - Let you choose what is important
UNIT LIAISON ROLE COMMITMENT

Unit Liaisons have two main responsibilities:

1. IT system access management
2. Communication conduit between unit and ITS
ACCESS RESPONSIBILITIES OF UL ROLE

- Identify users and their appropriate access levels
- Approve, update or delete access via the Online Access Request System (OARS)
- Review the Access Validation report in M-Reports regularly
ACCESS RESPONSIBILITIES OF UL ROLE

- **Access**
  - Primary Unit Liaisons
  - Others - Primary UL can request using comments

- **Access Validation Report in M-Reports**
  - Log into [https://mreports.umich.edu/mreports/](https://mreports.umich.edu/mreports/)
  - Select **Access Validation** from the Compliance menu
COMMUNICATION RESPONSIBILITIES OF UL

- Share information from ITS about the administrative systems with:
  - Faculty and staff
  - Deans, directors (for unit planning, budgeting, staffing)
  - System Administrators (for computer support)

- Provide feedback to ITS from a unit perspective
COMMUNICATION RESPONSIBILITIES OF A UL

- Keep us up to date
- Contact the ITS Service Center to report:
  - Unit Liaison changes
    - Must be approved by Dean or Director
  - Department changes
SECURITY, M-REPORTS, UL CHANGES & OTHER QUESTIONS

○ For questions, contact the ITS Service Center:
  • 734-764-4357(4-HELP)
  • 4HELP@umich.edu
  • http://its.umich.edu/help

○ For information:
  • Visit the ITS UL InfoCenter
    http://www.mais.umich.edu/project_infocenter/ul_info_center.php
    ▪ Email archive
    ▪ Calendar
  • Read the NextGen newsletter
WRAP UP

- Send questions, concerns, comments to:
  Laurel Barnes
  (labarnes@umich.edu)

Thanks for coming!