

## Setting up OBI Access

To run OBI jobs you will need two types of authorizations

- I. **“Row” Access** (permission to see student data)
- II. **Object Level “Role”** (access to areas in OBI)

### I. **“Row” Access** (permission to see student data) – A three form process

- 1) **“Request for User ID and System Access”** - go to <http://its.fsu.edu/Getting-Help/AccessForms>. Click **“System Access Form”** to print and complete **“Request for User ID and System Access”** form
  - (a) Fill out all requested info in “Employee Information”
    - (i) FSUID = used to log on to OMNI
    - (ii) NWRDC ID = used to log on to NWRDC (HostExplorer)
    - (iii) Last name, First name, & Initial
    - (iv) Your office Building/Room/Phone/Mail Code
    - (v) Department Name & Security Group Code -your DSC (Departmental Security Coordinator) will know your “Security Group Code”
    - (vi) Email
  - (b) For “Action/Request” for “Update User” check off to “Add”:
    - (i) Admissions Data
    - (ii) Business Objects/Student
    - (iii) If you are requesting “New User ID” also check off Student Academic and complete “Student Data Application Authorization” form
  - (c) This form should be completed by your DSC, signed by you, your supervisor, and your DSC, and then faxed to 645-9518
- 2) **“Request for Domain Security Access-Admissions”** - click on “Request for Domain Security Access” (next to “Admissions Data” on System Access Form).
  - (a) Your User ID is your NWRDC ID
  - (b) The “Secure Applications Webname” is the name you use to log onto OMNI or Blackboard
  - (c) Select “*Admissions Universe Business Objects Access*”
  - (d) Complete “Reason for Request” – “Need to run OBI jobs for work”
  - (e) This form must be submitted online by your DSC and then printed and FAXed to 644-1597.
- 3) **“Authorization Request for Business Objects Student Data”** - click on “Authorization Request for Business Objects Student Data” (next to “Business Objects/Student” on System Access Form).
  - (a) Student Data – select “Single Department”, “Range of Departments”, or “Access to ALL” (most advisors will request “All”)
  - (b) Enrollment Data –
    - (i) This is not needed to run the Orientation Job but will be useful if you plan to create your own reports
    - (ii) Select “Single Department”, “Range of Departments”, or “Access to ALL” (most advisors will request “All”)
  - (c) Remember to provide your email address
  - (d) This form should be FAXed to 645-9518 together with your **“Request for User ID and System Access”** (form #1)

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### II. Object Level “Role” (access to areas in OBI)

- 1) Generic screen shot instructions are available online at <http://its.fsu.edu/Getting-Help/AccessForms> - click on “OMNI Online Role Request” to download this pdf file.
- 2) Role Requests are submitted through OMNI
- 3) Find “e-ORR – Online Role Requests” area on Main Menu (bottom left side of page). Click on “Submit Online Role Request”
- 4) Enter your name and click the “Search Button”.
- 5) Find your name link from the “Search Results”. Verify that it is your correct Employee ID, Record Number, and Department and click on your name.
- 6) On “Select the Application” choose Student OBI and “Continue”
- 7) On the “Select Action” screen, click on Add and “Continue”
- 8) On the “Select types of Roles” screen select Both and “Continue”
- 9) On the “Select the Roles for Student OBI Application” screen select . . .

<b>OJOB E-ORR Roles (and others for advisors in academic departments who want to run OBI jobs)</b>		
FSU_OBI_STU_ADM	Not for ojob, but may need for dept jobs	Admissions Central (access to dashboards related to Admissions)
FSU_OBI_STU_AnR	everyone needs	Student subject area (where all tables reside)
FSU_OBI_STU_ANSWRS	everyone needs	basic to create answers request
FSU_OBI_STU_CRS	Not for ojob, but may need for dept jobs	Course Central (access to dashboards related to courses)
FSU_OBI_STU_LOGIN	everyone needs	Access to log on to OBI
FSU_OBI_STU_STU	everyone needs	Student Central (access to dashboards related to Students) – this is where OJOB resides

then “Continue”

- 10) Click the “Reason for Request” and complete the “Justification” which may be as simple as “To run OBI jobs for work”.
- 11) Verify the Department & Supervisor are correct and that the roles to be added appear correctly then “Submit”
- 12) You will be prompted with an acknowledgement statement at the time of submittal. For information about how to monitor the approval routing, download the pdf file “OMNI Online Role Request” pdf document online at <http://its.fsu.edu/Getting-Help/AccessForms>

### Questions, Comments, Concerns?

Contact Andrew Brady (OBI) at [abrady@fsu.edu](mailto:abrady@fsu.edu) or Chris Boyd (Advising) at [cboyd@fsu.edu](mailto:cboyd@fsu.edu).