



### *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](#)

For 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 <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



**THE FLORIDA STATE UNIVERSITY**  
ONLINE MANAGEMENT OF NETWORKED INFORMATION

SEARCH FLORIDA STATE

Welcome!
Home
Personalize Content
Sign out

Main Menu

**Employee Central**

**Financials**  
Links to employee functions within the financials system.  
[Expense Reports](#)  
[Travel Authorizations](#)

**HR / Payroll**  
Access Human Resources and Payroll functions  
[Benefits Summary](#)  
[Compensation History](#)  
[Direct Deposit](#)  
[Job Opening Search/Application](#)  
[View Paycheck](#)  
[Personal Information Summary](#)  
[Email Addresses](#)  
[Home and Mailing Address](#)  
[Timesheet](#)  
[W-4 Information](#)  
[W-2/W-2c Consent](#)  
[View/Print W2 Forms](#)  
[Certify Effort](#)

**Resources and Applications**  
Links to supporting materials including departmental websites, reporting functions, applications and helpdesk resources.  
[Job Aids](#)  
[Budget Office](#)  
[Controller](#)  
[Human Resources](#)  
[Purchasing](#)  
[Travel](#)  
[FSU Help Desk](#)  
[Business Objects XI](#)

**e-ORR - Online Role Requests**

**Actions**  
[Submit Online Role Request](#)  
[Approve Online Role Request](#)

**OMNI FINANCIALS 9.0**

**Financials 9.0**  
Access OMNI Financials 9.0

**OMNI HR 9.0**

**Human Resources 9.0**  
Access OMNI Human Resources 9.0

**OBI Reporting**

**Interactive Dashboards** **OBI Reporting**  
OMNI related reporting and dashboards

**OMNI e-Market**

**OMNI E-Market** **OMNI e-Market**  
OMNI online shopping

**FSU Help Desk**

**FSU Help Desk** **FSU Help Desk**  
FSU's Technology Services Help Desk. Research help topics or submit an online help request.

**FSU Budget Crisis Committee**

**important!**

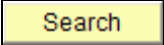
In response to on-going state fiscal problems, the President recently formed the Budget Crisis Committee.

The Committee will review, analyze and discuss the financial challenges facing the university and develop appropriate recommendations for consideration by the President and the University Board of Trustees. The Committee will meet regularly and, to every extent possible, will try to keep the university community apprised of its deliberations. Materials developed for and used by the Committee will be placed in a Blackboard Organization and can be accessed at <http://campus.fsu.edu/budget>. In addition to such Materials, the site also offers a way to provide suggestions and feedback to Committee members.


Step	Action
1.	Click the <b>Submit Online Role Request</b> link. <a href="#">Submit Online Role Request</a>



The screenshot shows the Florida State University OMNI interface. At the top left is the university logo. The header text reads 'THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION'. Below this is a 'Welcome!' message. A breadcrumb trail shows: 'Main Menu > Employee Central > Resources and Applications > Submit Online Role Request'. The main heading is 'Online Role Request' followed by 'Employee Search'. The search form includes a dropdown menu for '\* Search by:' with 'Last Name' selected, and a text input field for 'Last Name:'. A yellow 'Search' button is positioned below the input field. A note at the bottom left of the form area states '\* Required Field'.

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



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



**THE FLORIDA STATE UNIVERSITY**  
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

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

**Create Role Request**

**Select Action**

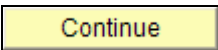
Susie Seminole      Employee ID 000085367      Empl Rcd# 0

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

Add

Delete

Back      Continue

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

**THE FLORIDA STATE UNIVERSITY**  
ONLINE MANAGEMENT OF NETWORKED INFORMATION

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

Select type of Roles for Human Resources Application

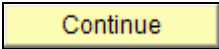
Central Office Roles


Department Roles

Both

Back      Continue



Step	Action
9.	Select the desired area for the request.  <b>NOTE:</b> 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 <b>Continue</b> button. 
11.	Roles listed within the gray box at the top of the page have already been granted to the employee.


THE FLORIDA STATE UNIVERSITY  
ONLINE MANAGEMENT OF NETWORKED INFORMATION


Welcome!

Main Menu > OMNI Central > Resources and Applications > OMNI Security > Submit Online Role Request

### 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   
<input type="checkbox"/> <a href="#">FSU_OBI_STU_1</a>	FSU_OBI_STU_1
<input type="checkbox"/> <a href="#">FSU_OBI_STU_ADM</a>	Access to Admissions Central
<input type="checkbox"/> <a href="#">FSU_OBI_STU_ANR_RO</a>	RO Access to A&R Shared Folder
<input type="checkbox"/> <a href="#">FSU_OBI_STU_ANR_RW</a>	RW Access to A&R Shared Folder
<input type="checkbox"/> <a href="#">FSU_OBI_STU_ANSWRS</a>	Access to Student Answers
<input type="checkbox"/> <a href="#">FSU_OBI_STU_APPS_ROF</a>	RO Access to Ac & Prof Pgm Svc
<input type="checkbox"/> <a href="#">FSU_OBI_STU_APPS_RWF</a>	RW Access to Ac & Prof Pgm Svc
<input type="checkbox"/> <a href="#">FSU_OBI_STU_AnR</a>	Access to Student subject area
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CARE_ROF</a>	RO access to CARE Shared Foldr
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CARE_RWF</a>	RW access to CARE Shared Foldr
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CBUS_RO</a>	RO access to Coll of Business
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CBUS_RW</a>	RW access to Coll of Business
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CED_RO</a>	RO access to Coll of Education
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CED_RW</a>	RW access to Coll of Education
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CENG_ROF</a>	RO access to Coll of Engineer
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CENG_RWF</a>	RW access to Coll of Engineer
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CMUS_RO</a>	RO access to College of Music
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CMUS_RW</a>	RW access to College of Music
<input type="checkbox"/> <a href="#">FSU_OBI_STU_COMM_ROF</a>	RO access to Coll of Communic



# OMNI


## Training Guide

Step	Action
12.	To view a description of the role and its associated functionality, select the <b>Role Name</b> link.

The screenshot shows the OMNI web application interface. At the top left is the Florida State University logo. The header includes the text "THE FLORIDA STATE UNIVERSITY" and "ONLINE MANAGEMENT OF NETWORKED INFORMATION". Below the header is a "Welcome!" message. A breadcrumb trail reads: "Main Menu > OMNI Central > Resources and Applications > OMNI Security > Submit Online Role Request". The main content area is titled "Role Details" and displays the following information:

- Role Name:** FSU\_OBI\_STU\_ADM
- Application Suite:** Student OBI
- Description:** Role provides access to the Admissions Central Dashboard (shown in a text box with scroll arrows)
- Role Type:** Department Roles
- Mutually Exclusive Roles:** None (shown in a highlighted box)

At the bottom left of the page, there is a yellow "Return" button.

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



**THE FLORIDA STATE UNIVERSITY**  
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Main Menu > OMNI Central > Resources and Applications > OMNI Security > Submit Online Role Request

### 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 <span style="border: 1px solid #ccc; padding: 0 2px;">1-101 of 101</span> Last
<input type="checkbox"/> <a href="#">FSU_OBI_STU_1</a>	FSU_OBI_STU_1
<input type="checkbox"/> <a href="#">FSU_OBI_STU_ADM</a>	Access to Admissions Central
<input type="checkbox"/> <a href="#">FSU_OBI_STU_ANR_RO</a>	RO Access to A&R Shared Folder
<input type="checkbox"/> <a href="#">FSU_OBI_STU_ANR_RW</a>	RW Access to A&R Shared Folder
<input checked="" type="checkbox"/> <a href="#">FSU_OBI_STU_ANSWRS</a>	Access to Student Answers
<input type="checkbox"/> <a href="#">FSU_OBI_STU_APPS_ROF</a>	RO Access to Ac & Prof Pgm Svc
<input type="checkbox"/> <a href="#">FSU_OBI_STU_APPS_RWF</a>	RW Access to Ac & Prof Pgm Svc
<input type="checkbox"/> <a href="#">FSU_OBI_STU_AnR</a>	Access to Student subject area
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CARE_ROF</a>	RO access to CARE Shared Foldr
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CARE_RWF</a>	RW access to CARE Shared Foldr
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CBUS_RO</a>	RO access to Coll of Business
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CBUS_RW</a>	RW access to Coll of Business
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CED_RO</a>	RO access to Coll of Education
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CED_RW</a>	RW access to Coll of Education
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CENG_ROF</a>	RO access to Coll of Engineer
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CENG_RWF</a>	RW access to Coll of Engineer
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CMUS_RO</a>	RO access to College of Music
<input type="checkbox"/> <a href="#">FSU_OBI_STU_CMUS_RW</a>	RW access to College of Music
<input type="checkbox"/> <a href="#">FSU_OBI_STU_COMM_ROF</a>	RO access to Coll of Communic

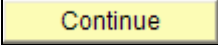
Step	Action
14.	To select a desired role, click the appropriate checkbox. 
15.	Scroll down the page to continue.





# OMNI

## Training Guide

Step	Action
16.	Click the <b>Continue</b> button. 



**THE FLORIDA STATE UNIVERSITY**  
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Main Menu > OMNI Central > Resources and Applications > OMNI Security > Submit Online Role Request

### 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	+	-

Step	Action
17.	Click the <b>Reason for Request</b> list. <input type="text"/>
18.	Select the appropriate reason for this role request.
19.	Enter comments appropriate for the request into the <b>Justification</b> field.
20.	Prior to submitting, verify the Department and Supervisor are correct. The Supervisor listed will be the first approver for this request.  <b>NOTE:</b> If the Supervisor is incorrect, do not proceed with the role request. Instead, contact HR to determine why this information is incorrect.



Step	Action
21.	<p>Verify the roles to be added or deleted appear correctly.</p> <p>If all information is correct, click the <b>Submit</b> button.</p> <p><input type="button" value="Submit"/></p>

The screenshot shows the Florida State University OMNI interface. At the top, there is a navigation breadcrumb: Main Menu > Employee Central > Resources and Applications > Submit Online Role Request. Below this, the page title is "Create Role Request" followed by a sub-header "Submit Confirmation". The confirmation message displays the user's name "Susie Seminole", "Employee ID 000085367", and "Empl Rcd# 0". A red instruction reads: "Click ok to submit the request. You can click cancel to go back to previous page without submitting the request." At the bottom, there are two buttons: "OK" and "Cancel".

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><b>NOTE:</b> 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 <b>OK</b> button.</p> <p><input type="button" value="OK"/></p>




**THE FLORIDA STATE UNIVERSITY**  
 ONLINE MANAGEMENT OF NETWORKED INFORMATION

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 Request ID

**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_OBI_STU_ANSWRS	Access to Student Answers	+	-

**Approval Monitor**

**Employee Acknowledgement**

▼ REQUEST\_ID=0000004292: Pending [Start New Path](#)

Employee Acknowledgement

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



THE FLORIDA STATE UNIVERSITY  
ONLINE MANAGEMENT OF NETWORKED INFORMATION

SEARCH FLORIDA STATE  
Web Search

Welcome! Home

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

### 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

REQUEST\_ID=0000004292, ROLENAME=FSU\_HR\_DEPARTMENT\_USER: Initiated [Start New Path](#)

Role Approval

Not Routed

Multiple Approvers  
FSU\_EORR\_ROLE\_APR

Step	Action
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.	<p>Click the <b>Home</b> link.</p> <p><b>Home</b></p>
27.	<p><b>Congratulations!</b> You have completed the topic.</p> <p><b>End of Procedure.</b></p>



# OMNI

---

## Training Guide