



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](#)
- External Applications (Non-OMNI) Access Request Form

For access to student and/or enrollment data via OBI/Business Objects, please complete the following forms:

- [Computer System Application Access 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 appropriate Application Security Manager. 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'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 Submit Online Role Request link. Submit Online Role Request

Page 2



THE FLORIDA STATE UNIVERSITY
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

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

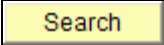
Online Role Request

Employee Search


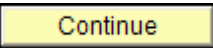
*Search by: Last Name

Last Name:

* Required Field

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.



Step	Action
5.	Hover over the  icon to display the types of roles that are available in each application.
6.	Select the module for the desired role(s).
7.	Click the Continue 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

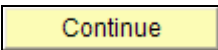
Susie Seminole Employee ID 000085367 Empl Rcd# 0

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

Add

Delete

Back Continue

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

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

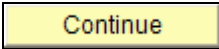
Central Office Roles


Department Roles

Both

Back Continue



Step	Action
10.	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.
11.	Click the Continue button. 
12.	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 	First <input type="text" value="1-101 of 101"/> Last
<input type="checkbox"/> FSU_OBI_STU_1	FSU_OBI_STU_1	
<input type="checkbox"/> FSU_OBI_STU_ADM	Access to Admissions Central	
<input type="checkbox"/> FSU_OBI_STU_ANR_RO	RO Access to A&R Shared Folder	
<input type="checkbox"/> FSU_OBI_STU_ANR_RW	RW Access to A&R Shared Folder	
<input type="checkbox"/> FSU_OBI_STU_ANSWRS	Access to Student Answers	
<input type="checkbox"/> FSU_OBI_STU_APPS_ROF	RO Access to Ac & Prof Pgm Svc	
<input type="checkbox"/> FSU_OBI_STU_APPS_RWF	RW Access to Ac & Prof Pgm Svc	
<input type="checkbox"/> FSU_OBI_STU_AnR	Access to Student subject area	
<input type="checkbox"/> FSU_OBI_STU_CARE_ROF	RO access to CARE Shared Foldr	
<input type="checkbox"/> FSU_OBI_STU_CARE_RWF	RW access to CARE Shared Foldr	
<input type="checkbox"/> FSU_OBI_STU_CBUS_RO	RO access to Coll of Business	
<input type="checkbox"/> FSU_OBI_STU_CBUS_RW	RW access to Coll of Business	
<input type="checkbox"/> FSU_OBI_STU_CED_RO	RO access to Coll of Education	
<input type="checkbox"/> FSU_OBI_STU_CED_RW	RW access to Coll of Education	
<input type="checkbox"/> FSU_OBI_STU_CENG_ROF	RO access to Coll of Engineer	
<input type="checkbox"/> FSU_OBI_STU_CENG_RWF	RW access to Coll of Engineer	
<input type="checkbox"/> FSU_OBI_STU_CMUS_RO	RO access to College of Music	
<input type="checkbox"/> FSU_OBI_STU_CMUS_RW	RW access to College of Music	
<input type="checkbox"/> FSU_OBI_STU_COMM_ROF	RO access to Coll of Communic	



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Step	Action
13.	To view a description of the role and its associated functionality, select the Role Name link.

The screenshot shows the OMNI web application interface. At the top left is the Florida State University logo. The header text reads "THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION". Below the header is a "Welcome!" message. A breadcrumb trail shows: 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 (text is in a scrollable box)
- Role Type:** Department Roles
- Mutually Exclusive Roles:** None

A yellow "Return" button is located at the bottom left of the page.

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



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

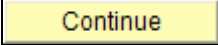
Select Roles	Customize Find	First	1-101 of 101	Last
<input type="checkbox"/> FSU_OBI_STU_1				
<input type="checkbox"/> FSU_OBI_STU_ADM				
<input type="checkbox"/> FSU_OBI_STU_ANR_RO				
<input type="checkbox"/> FSU_OBI_STU_ANR_RW				
<input checked="" type="checkbox"/> FSU_OBI_STU_ANSWRS				
<input type="checkbox"/> FSU_OBI_STU_APPS_ROF				
<input type="checkbox"/> FSU_OBI_STU_APPS_RWF				
<input type="checkbox"/> FSU_OBI_STU_AnR				
<input type="checkbox"/> FSU_OBI_STU_CARE_ROF				
<input type="checkbox"/> FSU_OBI_STU_CARE_RWF				
<input type="checkbox"/> FSU_OBI_STU_CBUS_RO				
<input type="checkbox"/> FSU_OBI_STU_CBUS_RW				
<input type="checkbox"/> FSU_OBI_STU_CED_RO				
<input type="checkbox"/> FSU_OBI_STU_CED_RW				
<input type="checkbox"/> FSU_OBI_STU_CENG_ROF				
<input type="checkbox"/> FSU_OBI_STU_CENG_RWF				
<input type="checkbox"/> FSU_OBI_STU_CMUS_RO				
<input type="checkbox"/> FSU_OBI_STU_CMUS_RW				
<input type="checkbox"/> FSU_OBI_STU_COMM_ROF				

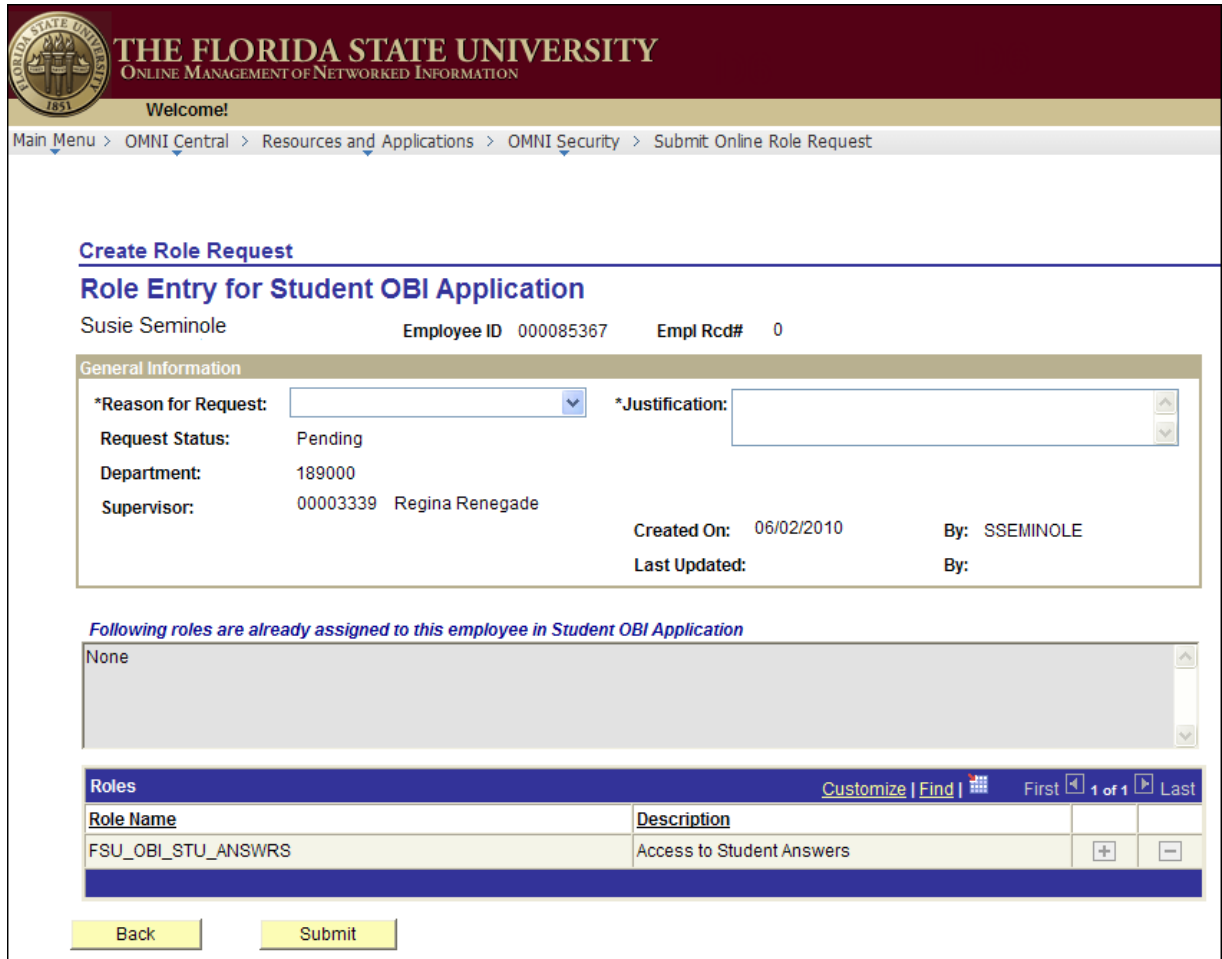
Step	Action
15.	To select a desired role, click the appropriate checkbox. 
16.	Scroll down the page to continue.



OMNI

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Step	Action
17.	Click the Continue 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
18.	Click the Reason for Request list. <input type="text"/>
19.	Select the appropriate reason for this role request.
20.	Enter comments appropriate for the request into the Justification field.
21.	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.



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

The screenshot shows the Florida State University OMNI interface. At the top, there is a search bar with the text 'SEARCH FLORIDA STATE UNIVERSITY' and a search button. Below the search bar, the text 'THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION' is displayed. A 'Welcome!' message is shown below that. A breadcrumb trail reads: 'Main Menu > Employee Central > Resources and Applications > Submit Online Role Request'. The main content area is titled 'Create Role Request' and 'Submit Confirmation'. It displays the following information: 'Susie Seminole', 'Employee ID 000085367', and 'Empl Rcd# 0'. A red message states: '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
23.	<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> <p><input type="button" value="OK"/></p>



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

[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](#)

Step	Action
24.	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
25.	<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>
26.	<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>
27.	<p>Click the Home link.</p> <p>Home</p>
28.	<p>Congratulations! You have completed the topic.</p> <p>End of Procedure.</p>