Facilities Management

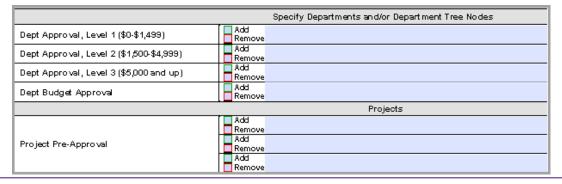
This job aid helps you complete the Central Security Access Form for Facilities Management. For each function that you need below, make the corresponding selections on the Central Security Access Form.

Central Security Access Form Help							
1. I	In Section A on page 1, complete the demographic information and Request Type.						
	SECTION A						
	*Date						
	*NetID						
	*Name (Last, First MI)						
	*HRIS EMPLID						
	Title						
	NU Email						
	Department						
	Work Phone						
	To in activate a user, select the To modify access, select box(es) below, then sele	ect add/delete as appro	priate in section(s) B-M.			
	NU Financials (Section B, F2-H	.ე—M)	☐ ADD	☐ INACTIVATE	☐ MODIFY		
	Workflow(Section C)		☐ ADD	☐ INACTIVATE	☐ MODIFY		
	Row Level Security (Section D)	☐ ADD	☐ INACTIVATE	☐ MODIFY		
	Facilities Management (Sectio	n E)	□ ADD	☐ INACTIVATE	☐ MODIFY		
	Grants Management (Section I	5)	□ ADD	☐ INACTIVATE	☐ MODIFY		
	SciQuest (Section H2)		□ ADD	☐ INACTIVATE	☐ MODIFY		
	Is this a School or Departm	nent transfer?		☐ Yes ☐ No			
2. I	Section B on page 2: General Access:						
	 In Cognos Report In Travel and Explored In Procurement A In General Ledge 	ting, select the bense Access Access, selecter Access, se	ne report folder(s, select the exp t purchasing an lect general led	s) as needed. bense access, as referencess d payment access ger access, as needelf Service access	s, as needed. eded.		

Facilities Management

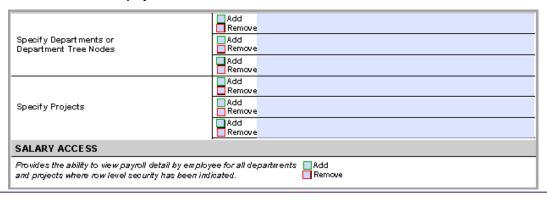
3. In Section C on page 3: Workflow:

 If you have responsibilities to approve transactions in NUFinancials, specify Departments or Projects



4. In Section D on page 3: Row Level Security (RLS):

- In order to be able to see data on Cognos reports and on NUFinancials inquiry menus, specify Departments and Projects.
- Select to view payroll detail



5. In Section E on page 4: Facilities Management Access:

- Read through the FAMIS roles and select appropriate role.
- In Cognos Reporting, select Facilities to have access to Facilities Cognos reports.
- In Ad Hoc Reporting Access, select to have access to Cognos Ad Hoc Reporting.

а В В	D L	COGNOS Reporting, Generate and Mewreports in central folders indicated below		
		Facilities	Access to delivered reports in this folder. (CEN_FACILITIES)	
Ad Hoc Reporting Access				
		COGNOS	Cognos Ad Hoc Reporting.	
		QY-NU-Query Viewer	Run public NUF inancials queries.	
		QY-NU-Query Create	Create NUF inancials queries .	

Procure necessary approval signatures and submit to:

Financial Operations IT

619 Clark #118

Evanston Campus

Fax: 847-467-3070 or cafesecurity@northwestern.edu