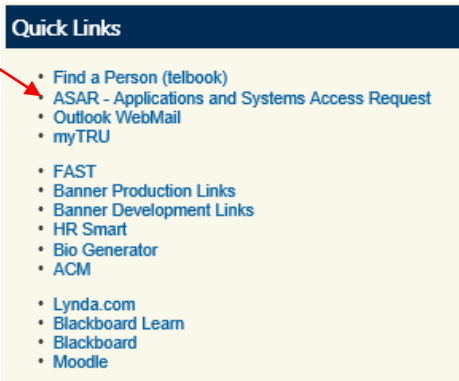


NEW FORM PROCESS on OneTRU Intranet for: Application & Systems Access Request (ASAR) Quick Guide

1. Go to <https://one.tru.ca/asar>.

If prompted for a username and password, enter your network (computer/email) login credentials.

You can also access the ASAR Request Form via the OneTRU home page <https://one.tru.ca/> in the **Quick Links** Section.



2. Click on 'Create an ASAR' to create a new ASAR request.

The image shows the 'ITS ASAR Form' page on the OneTRU Intranet. The page has a blue header with navigation links: 'OneTRU', 'TRU Home', 'Quick Links', 'Departments', and 'Communities'. Below the header is a search bar with 'BROWSE' and 'PAGE' buttons. The main content area features the Thompson Rivers University logo and the title 'Application and System Access Requests ITS ASAR Form'. A red arrow points to the 'Create an ASAR' link. Below this link, there is a section titled 'Applications and Systems Access Request (ASAR) System' with a sub-section 'Used For:' containing three bullet points: '- Employees', '- Contractors & Other Non-Employees', and '- Work Study Students'. Further down, there are three more links: 'Check the status of your ASAR System Requests', 'Check the list of ASARs requiring your Approval - Current and Historical', and 'Systems Task List - Data Owners/System Admins - review Current and Historical tasks assigned to you'. At the bottom, there is a section titled 'Additional ASAR Links & Documents' with four bullet points: '- Applications and Systems Access Requests (ASAR) - Purpose and additional information', '- Applications available through an ASAR', '- ASAR System Quick Guide', and '- ASAR Data Owner Guide'.

3. Employees

You are directed to the ASAR – Responsible Use of Information Technology Facilities and Services Policy Consent screen. Ensure the employee reads and agrees to the Responsible Use Policy if you are requesting an ASAR for another person.

Enter your name or the name of the individual requiring access. Press “Tab” or click on the checkmark beside the name field. If the system does not recognize the name, click on “Can’t find name?” for more information. Check the Responsible Use Policy checkbox, and click Continue.

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ASAR - Responsible Use of Information Technology Facilities and Services Policy Consent

Before submitting a Systems Access request:

- The employee must agree to the [Responsible Use of Information Technology Facilities and Services Policy](#).
- The supervisor/director must ensure that the employee understands and agrees to the policy.

Employee Name * [Can't find name?](#)

By checking this checkbox and proceeding to the ASAR Form, you indicate that you have read the [Responsible Use of Information Technology Facilities and Services Policy](#) and agree to comply with those guidelines.

• Checkmark to confirm employee name

• Address Book Lookup

4. **Non-Employees (Skip this step if you are filing an ASAR for a TRU Employee)**

For Non-Employees (Adjunct Faculty, Contractors, Visiting Scholars, Work Study Students) go to the bottom of the initial screen. Enter First and Last Name and Access Type, present the responsible use policy to the non-employee and tick off the checkmark if they agree to the policy. Click on 'Continue Non-Employee Request'.

Contractors, Work Study Students and Other Non-Employees

Legal First Name

Legal Last Name

Access Type

By checking this checkbox and proceeding to the ASAR Form, you indicate that you have had the Contractor, Work Study Student or Other Non-Employee read the [Responsible Use of Information Technology Facilities and Services Policy](#) and agree to comply with those guidelines.

The next screen will ask for additional information required to file an access request for non-employees. Please ensure this information is complete to allow for quick processing of the ASAR.

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Applications and Systems Access Request (ASAR) Form for Non-Employees

[< Return to RUP Employee Consent](#)

Non-Employee Information

Non-Employee Name

Birthdate Request Date

Business Email Address TRU Email (if known)

Home Phone Number Business Phone Number

Business Name

Home Address

TRU Contact Information

TRU Contact Phone Number

5. **Employees**


In the next screen, fill in the employee information, the supervisor to approve the request and the system access being requested. Add a comment if necessary to supply additional information, then click on 'Submit'.

Non-Employees

If you are filing the ASAR for a non-employee, put in the information of the TRU Contact on this screen. Make sure to provide additional comments to speed up the processing of the ASAR request.

6. The employee will be notified via e-mail once access has been granted or changes have been requested.

Note: When choosing a system, a new section expands for you to provide necessary system information.



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Applications and Systems Access Request (ASAR) Form for Employees

[< Return to RUP Employee Consent](#)

Employee Name		Andrea Hall	
Request Date		05/17/2016	
Request Type *	<input type="text" value=""/>	TRU ID (What's this?) *	<input type="text" value=""/>
Division *	<input type="text" value=""/>	Department *	<input type="text" value=""/>
<small>Based on Division Selection First</small>			
Job Title *	<input type="text" value=""/>	Location/Building/Office *	<input type="text" value=""/>
Employee Type *		<input type="text" value=""/>	
Access Start Date *	<input type="text" value=""/>	End Date *	<input type="text" value=""/>
- or -			
Ongoing Position?		<input type="checkbox"/> Yes	
Supervisor/Approved By *			
<input type="text" value=""/>			

Request system access (check all that apply): ** Important - Please also provide the appropriate information below for each selection **

<input type="checkbox"/> Network Drive Access	<input type="checkbox"/> Shared Mailbox Access	<input type="checkbox"/> Banner access	<input type="checkbox"/> FAST access	<input type="checkbox"/> Other Access/Systems
<input type="checkbox"/> TRU Website Access (ACM)	<input type="checkbox"/> Blackboard LMS Access	<input type="checkbox"/> ARGOS	<input type="checkbox"/> CurricUNET	<input type="checkbox"/> Generic Login Account / New Shared Mailbox

Comments

Any information that will assist to understand requirements, especially this person is replacing another employee as that will help with assigning the same access

Note: It may take up to two weeks to fully process all accounts, provided all approval and access details are included.

7. Click on 'Check the status of your ASAR Requests here' to check the status of your ASAR requests.

OneTRU TRU Home Quick Links Departments Communities

BROWSE PAGE

THOMPSON RIVERS UNIVERSITY Application and System Access Requests ITS ASAR Form

ASAR Home

Applications and Systems Access Request (ASAR) System

[Create an ASAR](#)

Used For:

- Employees
- Contractors & Other Non-Employees
- Work Study Students

[Check the status of your ASAR System Requests](#)

[Check the list of ASARs requiring your Approval](#) - Current and Historical

[Systems Task List](#) - Data Owners/System Admins - review Current and Historical tasks assigned to you

Additional ASAR Links & Documents

- [Applications and Systems Access Requests \(ASAR\) - Purpose and additional information](#)
- [Applications available through an ASAR](#)
- [ASAR System Quick Guide](#)
- [ASAR Data Owner Guide](#)
- [Division and Department List](#)
- [TRU Website \(Information Technology Services - ASAR\)](#)

Note: This section shows your active ASAR request(s) and the current stage(s) of the process each ASAR is at.

Check Status View

To open an ASAR, click on the title. The ASAR needs to go through these stages to be completed:

Request Status	Supervisor Approval Status	Data Owner Processing
Started / Awaiting Supervisor Approval	Pending	Not Started
ASAR received by Data Owners	Approved	Not Started / In Progress
Access granted	Approved	Completed

Filter and sort the content by clicking on the column headings.

✓	Title	Request Status	Supervisor Approval Status	Supervisor	Data Owner Processing
	ASAR945 - Brandon Olds	Completed	Approved		Completed
	ASAR908 - Georgann Cope Watson	ASAR received by Data Owners	Approved		In Progress
	ASAR907 - David Kumka	ASAR received by Data Owners	Approved		In Progress