Applications available through the Applications and Systems Access Request (ASAR) form

Application/System	Helpful Notes	Access Details	Data Owner's
Outlook email account	***Automatically*** *provided once the employee record has been created by Human Resources (HR)*	*The system generates the account name to ensure that no duplicates exist.*	
Network Access (standard)	***Automatically*** *provided to TRU employees to access the network.*	*Includes personal space drive H: to save data Includes access to Eduroam wireless network.*	
myTRU access	***Automatically*** *provided to most TRU employees.*	*Provide "Employee Resource" tab for time sheet entry, as well as webreq to create Purchase Requisitions.*	
Moodle – Learning Management System	***Automatically*** *provided to most TRU employees.*	*Same login credentials as email and network.*	
Complete an ASAR for additional access	*These applications are listed on ASAR form*		
Network Access	*If there are specific Drives or Folders that the applicant needs access to, identify them here.*	*O:drive access – Folders to be listed*	N/A
Shared Email request	*To request or update ownership of a shared Outlook email address*	*Identify who the email address owner is*	
Banner Student	*For employees requiring input to Student records*	*Provide the access the same as: (provide employee name)*	Marion Hannaford
Banner Finance	*For Finance and Purchasing employees*	*Provide the access the same as: (provide employee name)*	Yvette Laflamme Financehelp@tru.ca
Banner Financial Aid	*For employees who require access to Financial Aid records*	*Provide the access the same as: (provide employee name)*	Gordon Down
Banner HR	*For Human Resource and Payroll employees*	*Provide the access the same as: (provide employee name)*	Joey Manuel or Paul Archer hrservices@tru.ca

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Banner Advancement	*For Advancement employees*	*Provide the access the same as: (provide employee name)*	Sylvie Veilleux
FAST – data access and reports	Access reports from the following systems: • FAST Finance • FAST HR • FAST Student Specify the Financial Fund /Org Codes to access	*Specify access type:* • Chair access • Administrative access • Other (specify in comment section at bottom of ASAR form) Same Chair/Admin Access as can be specified.	See Banner contacts
TRU Website/Active Content Management (ACM)	*To enable the applicant to update web content to a specified site. Marketing & Communications will provide mandatory training.*	*Identify the specific site/s that access is required. Include www.tru.ca/…. for the actual pages*	Dean, Chair, Director
Blackboard Learn	*For faculty to be able to access course areas.*		N/A
Argos	*For Banner reports*	*Specify the type of data needed: Student, HR, Finance, Advancement. Specify level: Viewer, Developer, Tester*	Marion Hannaford HrServices Yvette Laflamme Sylvie Veilleux
Curricunet	*TRU's course and program submission and approval tracking application.*	• *No login required to view* • *Originator access* • *Approver access*	Curricunet_admin@ tru.ca
Generic Login Account	*Provide requested login name.* More Info	*Provide details (business case)*	Hugh Burley
Other applications	**Check off Other Access/Systems**	*Provide details in the comments section at bottom of ASAR form.*	
Caterease	*Installation of the client software is required. A licence may be required.*		(Ancillary Services)
Clockwork	*Application used by Student Affairs. Installation of the client software is required.*		

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Degree Works	*For Admissions staff*		Marion Hannaford
FilePro (iCompass)	*Web Document management system for Departments*	*Also for Committees. Name and type of access required*	Karen Wiens
File Maker Pro	*Admissions database used by OL Admissions staff and Program Advisors.*	*Provide information such as: Applicant needs access the same as: (name the person).*	
Google Analytics	*Access to web stats*	*Provide the specific site/s that stats are required for. Include www.tru.ca/....*	Dean, Director, or Chair
HR Smart	*For Managers to submit for job postings*		Joey Manuel or Paul Archer HRServices@tru.ca
Luminis	*Admin. Accounts*	*Provide specifics of why and what content needs to be edited*	N/A
Luminis – Service Desk	*User Lookup - For IT staff only*		N/A
ODS reporting tool	Access data from the following systems: • Student System • Finance System • HR System		See Banner
Parking Administration	*For staff who need to administer accounts in the application*	*Facilities to approve access.*	Facilities
Research Website (APAR)	*Used by faculty (and sometimes research students)*	*Identify APAR or Ethics form access*	Faculty must sign for student accounts
TRU World - Robinson and Robinson database	*To be able to access the TRU World database*		Eric Kim
Web Help Desk	*For IT staff only*		Karen Wiens
WinPrism	*Bookstore ordering system*	*Provide information such as which role you are in: or who you are replacing: (provide persons name)*	Glenn Read