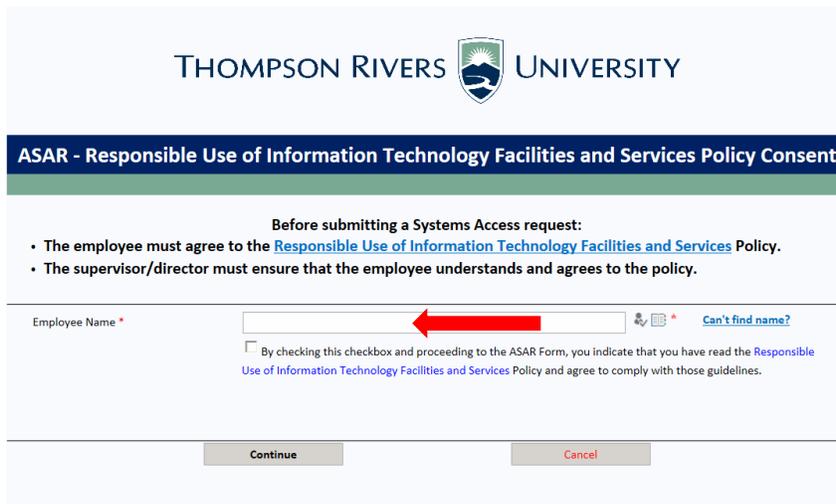# Submitting an ASAR for OneTRU External User Access

On occasion there may be a requirement to share sites in the OneTRU Intranet with people outside of TRU Staff and Faculty. This can be achieved through a special SharePoint FBA (Forms Based Authentication) Account, the account holders have access only to the site they have been granted and some information on the OneTRU home page that is also available to the public.

To Request a SharePoint FBA Account, perform the following steps:

1. On the OneTRU Home page, select the ITS ASAR Form site listed in the My Sites Column
2. Select Create an ASAR for an Employee
3. Fill in your name as the Employee Name

4. In the top part of the resulting form, fill in the rest of your employee information
5. Beginning at the **Supervisor/Approved By** Field, complete as shown below
   a. Supervisor/Approved By - enter the Owner of the Site you are requesting the external access for
   b. Request System Access - Select Other Access/Systems Checkbox
   c. Additional Access – System(s)
      i. OneTRU External Access for Site – **SITE NAME**
   d. Additional Access – Description(s)
      i. Create FBA Accounts for External to TRU Access to this Site for the following:

         User1 – personal email 1

         User2 – personal email 2

   e. Comments – This is a request for External Access for a OneTRU Site via FBA Account creation.

Submitting an ASAR for OneTRU External User Access

Access Start Date *		End Date
	11/30/2015	- or -
		Ongoing Position? ☑ Yes

Supervisor/Approved By *

Andrea Hall

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

☐ Network Drive Access   ☐ Shared Mailbox   ☐ Banner access   ☐ FAST access   ☑ Other Access/Systems
☐ TRU Website Access (ACM)   ☐ Blackboard LMS Access   ☐ ARGOS   ☐ CurricUNET   ☐ Generic Login Account

Additional Access

System(s):

OneTRU External Access for Site - SITE NAME

Description(s):

Create FBA Accounts for External to TRU Access to this Site for the following People:
John Smith - John_Smith399@gmail.com
Mary Johnson - MJ999@telus.net

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

This is a request for External Access for a OneTRU Site via FBA Account creation.

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

Submit	Cancel