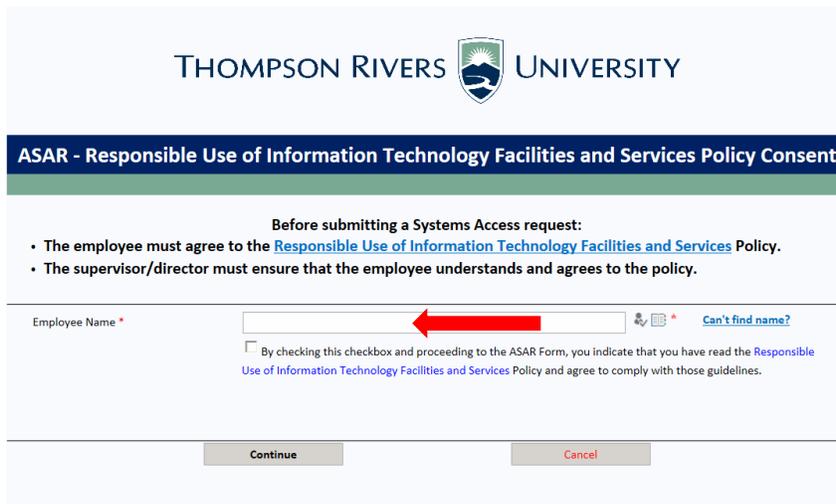


Submitting an ASAR for OneTRU External User Access

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



The screenshot shows the top portion of a web form. At the top is the Thompson Rivers University logo. Below it is a dark blue header with the text "ASAR - Responsible Use of Information Technology Facilities and Services Policy Consent". Underneath, there is a section titled "Before submitting a Systems Access request:" followed by two bullet points: "The employee must agree to the Responsible Use of Information Technology Facilities and Services Policy." and "The supervisor/director must ensure that the employee understands and agrees to the policy." Below this is a form field for "Employee Name" with a red arrow pointing to it. To the right of the field is a "Can't find name?" link. Below the field is a checkbox with the text: "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." At the bottom of the form are two buttons: "Continue" and "Cancel".

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.**

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Access Start Date *	<input type="text" value="11/30/2015"/>	End Date	
		- or -	
		Ongoing Position?	<input checked="" type="checkbox"/> Yes
Supervisor/Approved By *	<input type="text" value="Andrea Hall"/>		
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	<input type="checkbox"/> Banner access	<input type="checkbox"/> FAST access
<input type="checkbox"/> TRU Website Access (ACM)	<input type="checkbox"/> Blackboard LMS Access	<input type="checkbox"/> ARGOS	<input type="checkbox"/> CurricUNET
			<input checked="" type="checkbox"/> Other Access/Systems
			<input type="checkbox"/> Generic Login Account
Additional Access			
System(s):	<input type="text" value="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			
<input type="text" value="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.			
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>	