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

Quick Guide

1. Go to [https://one.tru.ca/asar](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/](https://one.tru.ca/) in the Quick Links Section.

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

   ![ITS ASAR Form](https://i.imgur.com/ASARForm.png)

   **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](https://one.tru.ca/asar/purpose)
   - [Applications available through an ASAR](https://one.tru.ca/asar/services)
   - [ASAR System Quick Guide](https://one.tru.ca/asar/quickguide)
   - [ASAR Data Owner Guide](https://one.tru.ca/asar/dataowner)
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.

   ![ASAR - Responsible Use of Information Technology Facilities and Services Policy Consent](image)

   - Checkmark to confirm employee name
   - Address Book Lookup

   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.

   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.
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’.

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

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:

<table>
<thead>
<tr>
<th>Request Status</th>
<th>Supervisor Approval Status</th>
<th>Data Owner Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Started / Awaiting Supervisor Approval</td>
<td>Pending</td>
<td>Not Started</td>
</tr>
<tr>
<td>ASAR received by Data Owners</td>
<td>Approved</td>
<td>Not Started / In Progress</td>
</tr>
<tr>
<td>Access granted</td>
<td>Approved</td>
<td>Completed</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Request Status</th>
<th>Supervisor Approval Status</th>
<th>Data Owner Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAR945 - Brandon Olds</td>
<td>Completed</td>
<td>Approved</td>
<td>Completed</td>
</tr>
<tr>
<td>ASAR908 - Georgann Cope Watson</td>
<td>ASAR received by Data Owners</td>
<td>Approved</td>
<td>In Progress</td>
</tr>
<tr>
<td>ASAR907 - David Kumka</td>
<td>ASAR received by Data Owners</td>
<td>Approved</td>
<td>In Progress</td>
</tr>
</tbody>
</table>