### **NEW FORM PROCESS on OneTRU Intranet for:**

## Application & Systems Access Request (ASAR)

# **Quick Guide**

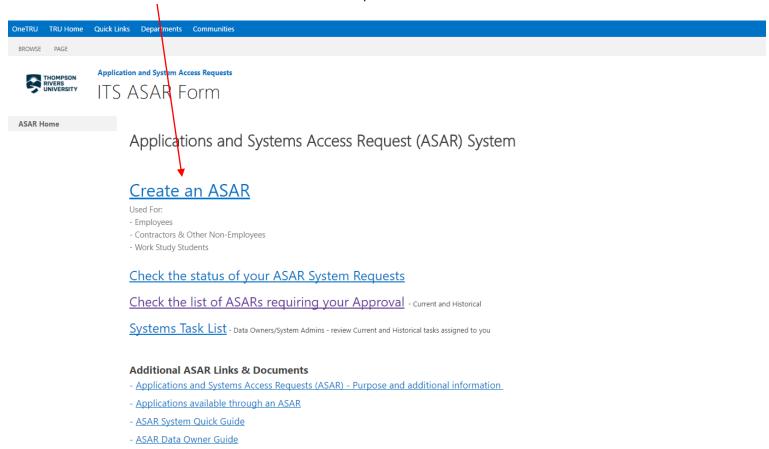
1. Go to https://one.tru.ca/asar.

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 <a href="https://one.tru.ca/">https://one.tru.ca/</a> in the Quick Links Section.



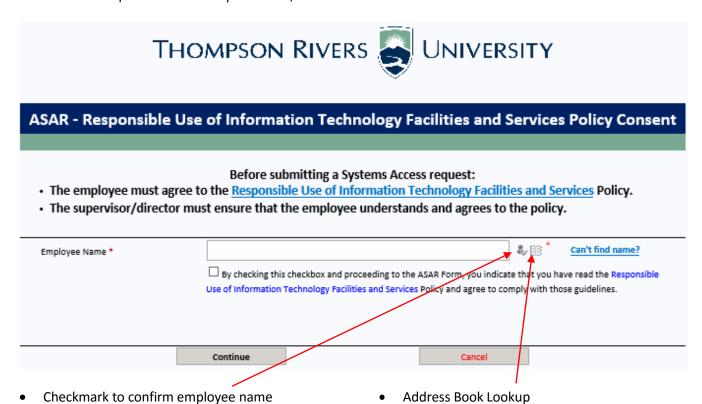
2. Click on 'Create an ASAR' to create a new ASAR request.



#### 3. Employees

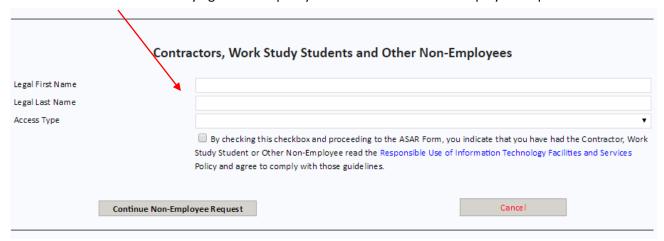
You are directed to the ASAR – Responsible Use of Information Technology Facilities and Services Policy Consent screen. Ensure the employee reads and agrees to the Responsible Use Policy if you are requesting an ASAR for another person.

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.

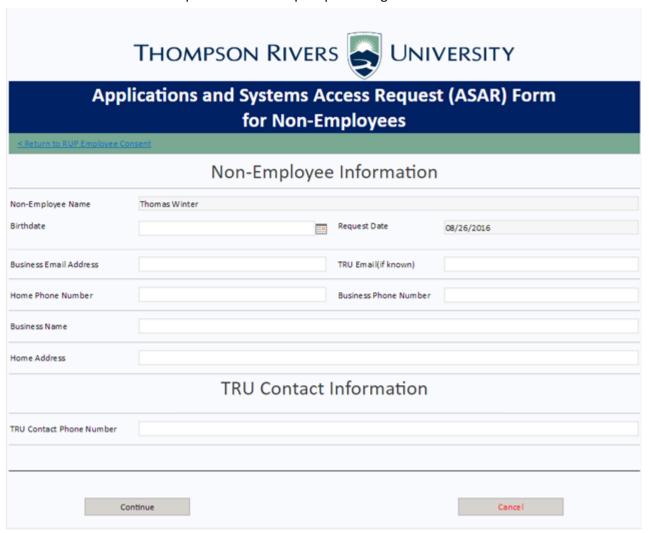


#### 4. Non-Employees (Skip this step if you are filing an ASAR for a TRU Employee)

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

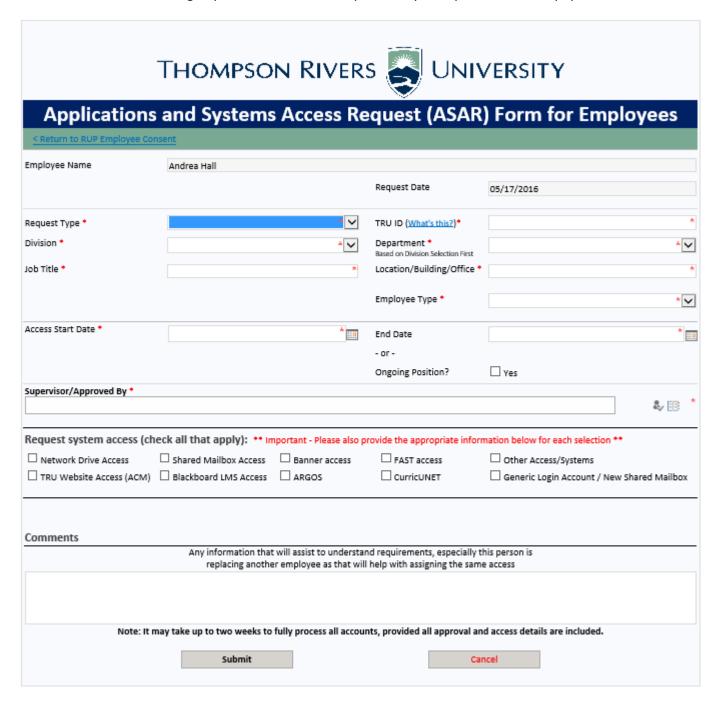
In the next screen, fill in the employee information, the supervisor to approve the request and the system access being requested. Add a comment if necessary to supply additional information, then click on 'Submit'.

#### **Non-Employees**

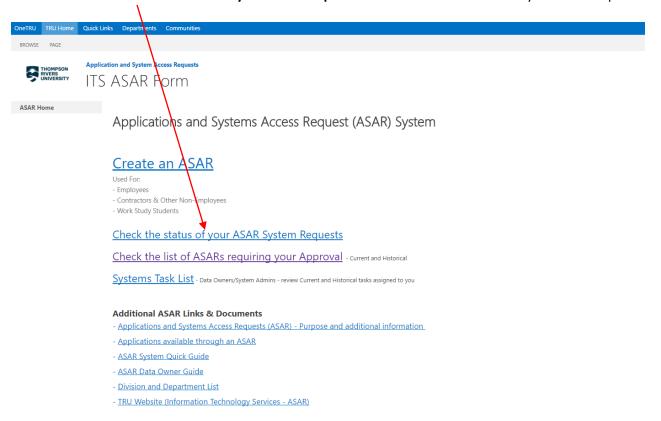
If you are filing the ASAR for a non-employee, put in the information of the TRU Contact on this screen. Make sure to provide additional comments to speed up the processing of the ASAR request.

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:

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