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