

## Request Access to SIS Systems

### Getting Started

- To request access to one of the components of the Student Information System (SIS), go to: <http://sis.siu.edu>
- Locate the **LOGIN QUICKLINKS** panel on the right side of the page and select the **Security Request System** link.
- That action gives access to the SIS (formerly Unified Digital Campus) Security Request System web page.
- Note the information at the top of the webpage...Prerequisite training is required before access will be granted to SIS systems, including Banner. Failure to complete this training will result in the decline of your request.

**IMPORTANT:** After logging into the Security Request System, scroll to the bottom of the web page to view a list of the training you've registered for or completed. *Banner Overview & Navigation* and *Banner 101 - General Person* are required. Both of these units are web-based, self-directed tutorials. No registration is required.

- Enter your **SIUC Network ID**.
  - If you don't know your SIUC Network ID, click the *Please Read* link.
- Next, press Tab or click in the **Your Password** field and enter your Password.
- Click the **Enter** button.

**Note:** Disregard the "Then..." section, unless you are requesting access for someone other than yourself.

- A page opens titled **Access Request for "Your Name"**.

### Select Access Request Modules

- At the top of the "Access Request..." web page, enter the **e-mail address** of the person responsible for departmental authorization in the field provided.
  - This means the person responsible for **your** authorization (typically a supervisor).
- Next, use the column on the left, "*Module Access*", to select the module you would like access to be granted.
- To make a selection, click in the box next to the Module. Choices are:
  - **BANNER** – access will be granted based on your role and department at SIUC. If you have other requirements, please specify by selecting *Student, Financial Aid or Accounts Receivable*.
  - **XTENDER** – Xtender access requires Banner access. Please select Banner in addition to this selection if you do not already have it.
  - **ARGOS** – specify specific system access by selecting from the choices listed.
  - **EPRINT** – Eprint access requires Banner access. Please select Banner in addition to this selection if you do not already have it. Specify the specific system access by selecting *Financial Aid, Accounts Receivable or Student*.
  - **WORKFLOW** – Workflow access requires Banner access. Please select Banner in addition to this selection if you do not already have it. Specify system access by selecting from the choices listed.
  - **BOLTON** – Bolton access requires Banner access. Please select Banner in addition to this selection if you do not already have it. Specify system access by selecting from the choices listed.
  - Two options, **APPWORX** and **ODS-EDW**, are **not** yet available for campus wide use.
- When you've made your selection, read the **IMPORTANT NOTE** at the bottom of the page.
- Then, click the checkbox for "*I agree to the above terms and conditions.*"
- To complete the process, click the **Enter** button.

## Request Processing

- If the request processed successfully, then your request has been forwarded and you will receive emails as the request is processed.
- For each SIS system that you request access to, you will receive three emails.
  1. Acknowledges the request was received.
  2. Tells you whether or not your request was approved.
  3. Informs you whether access has been granted or denied.
- This process may take several days, so be sure to submit your request to allow for turnaround time.
- If the request cannot be processed, a message will display with the reason why.
  - If you've not completed required training tutorials, return to [sis.siu.edu](http://sis.siu.edu) and select the **eLearning** link provided at the top of the web page.

## Revoke Access

- To have your access revoked either because you are leaving the University or for some other reason, send an email to [banner@siu.edu](mailto:banner@siu.edu). Specify what access (e.g., Banner, Xtender, Argos, etc.) that you would like to have revoked in your email.