Workflow Access Request Form

This document will detail how to use the Self Service Banner Workflow Access Request Form. This form allows for any staff or faculty member to request to be added to a specific Banner Workflow role. An example of this would be the WMU Curriculum Course Initiator Role that is required for anyone who is submitting an electronic curriculum change form.

After requesting access to a role, a summary email will be sent to you and the OIT Workflow team. They will reach out to you after they add the role, or if they have any questions. If you need to contact OIT at any point in the process, they can be reached at oit-workflow@wmich.edu.

*** As of 2018, Faculty members will only be able to request the WMU Curriculum Course Initiator role. All Chair, Dean, and Curriculum Committee Chair roles must be sent to OIT via the applicable college’s Office of the Dean. You can find the form on the Faculty Senate’s website, https://wmich.edu/facultysenate/policies/curriculumreview.

Location
The Workflow Access Request Form is located within Self Service Banner, and can be accessed through GoWMU. Please log into GoWMU, navigate to All Links, Faculty Menu, Electronic Curriculum Process, and click the Request Banner Workflow Initiator Role link.

Alternatively, the link for this form can be found under the All Links, Data Access Center, with the menu entry Banner Workflow Access Request Form.

The rest of the document contains a step by step guide detailing how to get to and subsequently navigate the form.
Navigation

Once you have entered the form, click on the dropdown list and select your department from the list. Once your department is selected, click Submit.

Workflow Access Request Form

Please fill out the following form to request workflow access for a specified role.

Please select the department from the drop down list and click the "Submit" button to populate the drop down below. If you need to reselect the department, please select it and then click "Search Department" again.

BIS - Business Information Systems

Submit Reselect Department Cancel

You will now be presented with a list of all the roles that are available for you to request access to. Use the checkboxes to select any number of roles you need access to. If you don’t see the role you need, or if you have a question or comment, please select the Manual specification of Role and use the free form text box. The information you enter will be sent to the OIT team via the email this form generates.

In the following screen shot, I have selected 2 test roles, the Curriculum Initiator role, and I have selected the manual role and typed in a message to OIT about the Fund Code role. When you are done selecting, click Submit.

Workflows Access Request Form

Applicable roles for selected department of BIS:

The following roles are associated with your selected department.

As of December 2017, users will only be able to request the WMU Curriculum Course Initiator Role for the Electronic Curriculum Process.

All other curriculum specific role assignments must originate from the Dean’s Office for a given college.

This is can be done using the "Workflow Roles for Electronic Curriculum Changes" document located on the Faculty Senate’s website listed below

Please visit the WMU Faculty Senate’s website for information specific to the Electronic Curriculum process.

https://wmich.edu/facultysenate/policies/curriculumreview

If you encounter an error or need additional assistance please contact oit-workflow@wmich.edu.

# WMU Fundcode Request Initiator BIS
Role Description: Business Information Systems

# WMU GradCollege BIS Curr approver
Role Description: for testing

# WMU Graduate Appointment Initiator BIS
Role Description: Business Information Systems

# WMU Course Fee Initiator BIS
Role Description: Business Information Systems

# WMU DEB BIS Curr approver
Role Description: for testing

# WMU Curriculum Course Initiator Role
Role Description: Generic Initiator Role for Curriculum Course request system

Manual specification of Role

Can’t remember what the role is called, but I need fund code routed through BIS.

Submit Reselect Department
When you have submitted your request, you will be brought to a summary, showing the roles you requested on the previous screen. If something does not look right, please reach out to oit-workflow@wmich.edu.

Additionally, an email that mirrors this screen has been sent to OIT and your WMU email address. You can use this for your records.

If you would like to request an additional role, please click the **Request Additional Roles** button to restart the process. Otherwise, you can click **Finish** or feel free to navigate away from the page; you’re all done!