WMU System Links and Descriptions

Banner

Description: Student information system. You can use Banner to look up general student information, registration, financial account information, etc. This is also the system used for all course scheduling. This is the official record of all students at the University.

Access: Request access through your GoWMU portal. Click on My Work > Data Access Center > Request Banner Admin Pages Access

Link: https://oitcwsp.cc.wmich.edu/dokuwiki/doku.php?id=banner:banner_systems_tubs_prod

Training: Quick Guide Banner9

Banner Workflow

Description: This system is used to process tuition awards for Graduate Assistantships and submit Course Fees.

Access: Request access through your GoWMU portal. Click on My Work > Data Access Center > Banner Workflow Access Request Form

Link: Accessed through the GoWMU portal. Click on My Work > Data Access Center > Banner Workflow Training:

BES (Budget Entry Spreadsheet) System

Description: The budget entry system is used to book budgets in University accounts.

Access using HR Form: PeopleSoft Information Access Authorization Form

Link: Accessed through the GoWMU portal.

Training: PeopleSoft BES (budget entry spreadsheet) user guide

CMS

Description: This system is used to build and edit all University websites.

Access: https://wmich.edu/web

Link: www.wmich.edu/user

Training: https://wmich.edu/web/guide

Cognos

Description: Cognos is Western Michigan University's enterprise business intelligence solution. Content, including operational and strategic reporting and dashboards, is published to a Web-based portal.

Access: Request access through your GoWMU portal. Click on My Work > Data Access Center > Request Cognos, DegreeWork, or ImageNow Access

Link: https://cognmsp1.cc.wmich.edu/ibmcognos/bi/

Training: Contact the Office of Institutional Research at: https://wmich.edu/institutionalresearch/cognos

DegreeWorks

Description: This platform is used to track student progression to degree. This is largely used by our advising offices. Students are also able to view their degree progress through the platform.

Access: Request access through your GoWMU portal. Click on My Work > Data Access Center > Request Cognos, DegreeWork, or ImageNow Access

Link: Accessed through your GoWMU account. Link will be listed under the My Work tab.

Training: Degree Works for Students Registrar's Office

GLOW (General Ledger On the Web)

Description: The University's general ledger. This platform lets you see all account information, vouchers, JES, BES, etc.

Access: Fill out the access request form:

https://wmich.edu/accounting-services/accounting/accounting-forms

Link: Accessed through the GoWMU portal. My Work > Administrative Applications >

Peoplesoft Financials Training:

https://wmich.edu/accounting-services/accounting/accounting-traininglinks

Graduate College Sharepoint

Description: Graduate Admissions and Assistantship related documents: letter templates, appointment dates, workflow, etc.

Access: Contact Joanne Beverage: joanne.beverage@wmich.edu

Link: https://wmich.sharepoint.com/sites/GRAD/SitePages/Home.aspx

ImageNow (WebNow, Perceptive Content)

Description: WMU's document management system. You can search individuals by WIN and see application, advising, and other materials.

Access using this Form: https://wmich.edu/registrar/extra/security/IMageNow.pdf

Link: https://imaging.wmich.edu/#login, https://go.wmich.edu/s/article/Access-a-student-s-Perceptive-Content-ImageNow-page-from-their-student-Contact-record

Training: https://wmich.edu/sites/default/files/attachments/u97/2014/imagenow-scanning-qa-linking.pdf

JES System

Description: The journal entry system is used to transfer funds between University accounts.

Access: Fill out the access request form: https://wmich.edu/accounting-services/accounting/accounting- forms

Link: Accessed through the GoWMU portal. My Work > Administrative Applications > Peoplesoft Financials

Training: https://wmich.edu/accounting-services/accounting/accounting-traininglinks

Kronos

Description: Kronos is the University's payroll reporting system. Use this platform to report time for all hourly employees.

Access: https://wmich.edu/payroll/accounts-payable/forms

Link: Accessed through GoWMU, the link will be listed under the My Work tab.

Training: https://wmich.edu/payroll/accounts-payable/forms

Peoplesoft

Description: Peoplesoft is used for a multitude of business purposes. Use Peoplesoft to hire employees, budget reports and entries, and SM time reporting.

Access: https://wmich.edu/hr/forms/access

Link: Accessed through your GoWMU account. Link will be listed under My Work >

Administrative Applications Training: Electronic Workflow Human Resources

Salesforce and TargetX

Description: WMU's CRM (customer relationship management) system. This system is used to process all student applications, donor relations, and marketing materials.

Access: The new employee's manager should create a Salesforce Account Request ticket through the IT Service Hub ahead of the employee needing access to Salesforce. This request should include the new employee's name, email address, Bronco NetID, title, and brief overview of what the employee will need to be able to do (e.g., send marketing emails, review applications, use Live Chat, etc.).

Link: https://wmich.edu/enrollment/em-tech

Training: Contact https://wmich.edu/enrollment/em-tech/crmtraining
CRM Resource Library: https://wmich.edu/enrollment/em-tech/crmresources