



## Request Access <sup>[1]</sup>

### What access should I request?

1. First start with your manager/sponsor to determine what applications or resources you need access to.
2. Once you know what applications you need access to, work with your [Campus Access/Security Coordinator](#) <sup>[2]</sup> for your campus and the application in question. They will help you determine what roles you should request for the given resource.

### How to Request Access

Below you will find information and instructions on how to request access to resources managed by UIS. This includes both CU Enterprise Applications as well as System Administration specific resources. Information is organized by application or resource. There are two methods of making an access request in use:

- PDF Forms
- [CU System Identity Manager](#). <sup>[3]</sup>

For assistance with questions about what roles a user should request within a given application please contact the relevant Campus Security Coordinator. If you do not know what application you need access to, please review the applications supported by UIS in the UIS Service Catalog by clicking on the service name in the listing below.

See the following table for how to request access to a service:

<u>SERVICE</u>	<u>WHO IS THIS FOR?</u>	<u>WHO TO ASK FOR HELP</u>	<u>REQUEST METHOD</u>	<u>CU IDENTITY MANAGER SEARCH TERM</u>
<b>HCM</b> <sup>[4]</sup>	<b>ALL CU</b>	<b>HCM Campus Security Coordinator</b> <sup>[2]</sup>	<b>CU Identity Manager</b> <sup>[5]</sup>	<b>"HCM"</b>
<b>HireRight I-9/E-Verify</b>	<b>ALL CU</b>	<b>HireRight Access Coordinator</b> <sup>[2]</sup>	<b>See Below</b> <sup>[6]</sup>	

<u>SERVICE</u>	<u>WHO IS THIS FOR?</u>	<u>WHO TO ASK FOR HELP</u>	<u>REQUEST METHOD</u>	<u>CU IDENTITY MANAGER SEARCH TERM</u>
<u>Finance</u> [7]	ALL CU	<u>FIN Campus Security Coordinator</u> [2]	<u>CU Identity Manager</u> [5]	"FIN"
CU Marketplace	ALL CU	<u>FIN Campus Security Coordinator</u> [2]	<u>CU Identity Manager</u> [5]	"MARKETPLAC
Concur	ALL CU	N/A	Not Requested - Auto Provisioned	N/A
Skillsoft	ALL CU	<u>help@cu.edu</u> [8]	Not Requested - Auto Provisioned	N/A
CU Careers	ALL CU	<u>help@cu.edu</u> [9]	Not Requested - Auto Provisioned	N/A
Singularity/OnBase	STUDENT DATA	<u>CU-SIS Campus Security Coordinator</u> [2]	<u>PDF FORM</u> [10]	N/A
<u>CIW</u> [11]	ALL CU	<u>Campus Security Coordinator</u> [2]	<u>PDF FORM</u> [12]	N/A
<u>CU-SIS</u> [13]	ALL CU	<u>CU-SIS Campus Security Coordinator</u> [2]	<u>PDF FORM</u> [14]	N/A
<u>DATC</u> [15]	ALL CU	<u>CU-SIS Campus Security Coordinator</u> [2]	<u>PDF FORM</u> [16]	N/A
<u>ISSM</u> [17]	ALL CU	<u>ISSM Campus Security Coordinator</u> [2]	<u>PDF FORM</u> [16]	N/A
<u>ERA (InfoEd)</u> [18]	ALL CU	TBD	<u>PDF FORM</u> [19]	N/A

<u>SERVICE</u>	<u>WHO IS THIS FOR?</u>	<u>WHO TO ASK FOR HELP</u>	<u>REQUEST METHOD</u>	<u>CU IDENTITY MANAGER SEARCH TERM</u>
<u>CU TRANSFER (SFTP)</u> [20]	ALL CU	<u>Campus Security Coordinator for Relevant Application</u> [2]	<u>PDF FORM</u> [21]	N/A
<u>CU System ID</u> [22]	CU SYSTEM ADMINISTRATION	<u>access@cu.edu</u> [23]	<u>PDF FORM</u> [24]	N/A
Cherwell	CU SYSTEM ADMINISTRATION	<u>help@cu.edu</u> [25]	Not Requested - Auto PROVISIONED	N/A
Treasury/SAFE	TREASURY OFFICE ONLY	<u>SAFE Security Coordinator</u> [26]	<u>PDF FORM</u> [27]	N/A
Phire	UIS/IT AND CHANGE TESTERS/APPROVERS	<u>access@cu.edu</u> [28]	<u>PDF FORM</u> [29]	N/A
MDM	UIS ONLY	<u>access@cu.edu</u> [30]	<u>PDF FORM</u> [31]	N/A

**Please Note the following:**

- PDF Forms may only be accessed from one of the CU campuses.
- PDF Forms require using a digital signature. Instructions for creating and using a digital signature can be found here: Instructions for Creating a Digital Signature [32].
- CU Identity Manager [3] requires a campus login and password:
  - CU System ID [22]
  - Denver Passport ID [33]
  - Boulder Identikey [34]
  - UCCS Account [35]

## Required Training

Most University systems require some level of training before access will be granted. Please review any directions in the relevant form below to identify and complete training requirements before submitting an access request.

## Applications and IT Resources

### HCM [4]

- Request HCM Access [36]

### **Related Documents and Process Forms:**

- [HCM Department Tree Change Request](#) [37]

### **Documents for Security Coordinators:**

- HCM and FIN System Access Guidance (New version coming soon)

## **SkillSoft**

- Skillsoft access is granted automatically for relevant employees and POIs, no requests for access are needed.

## **CU Careers**

- CU Careers Access will be granted automatically, no requests for access are needed.

## **Financial System [7] and CU Marketplace**

- [Request Finance System/Marketplace Access](#) [38]
- Lookup Finance System Roles:
  - [fin92roledefinitionsandaccessrequestguide.xlsx](#) [39]

## **HireRight for I-9/E-Verify**

- Requesting access to HireRight for I-9/E-Verify services is a two step process:
  - Contact your campus [HireRight Campus Access Coordinator](#) [2] and request a HireRight account.
  - Use [CU Identity Manager](#) [5] to request the "HIRERIGHT : CU I-9 E-Verify HireRight User" role. In the Make Request page search for "HIRERIGHT". This will grant you the HireRight SSO link in the portal.
    - This request will have to be approved by your direct supervisor and then by the campus HCM access coordinator.

## **Treasury SAFE Database**

- [Request SAFE Access](#) [40]

## **Central Information Warehouse [11] (CIW)**

- [Request CIW Access](#) [41]
- [Request to Remove Access for CIW](#) [42]

### **Related Pages, Documents, and Process Forms:**

- [CIW Instructions](#) [43]
- [CIW Account Status](#) [44]
- [CIW GL Status](#) [45]

- [IRM Home](#) [46]

## **CU Student Integrated Systems** [13] **(CU-SIS) and ISSM** [17]

- [Request CU-SIS Access](#) [14]
- [Request ISSM Access](#) [47]

Note:

- Degree Audit Transfer Credit, PeopleSoft CRM, Singularity for Student Data, and Cognos for Student Data are requested via the [CU-SIS Access Request form](#) [14].
- OAO Access is requested through your campus [CU-SIS Security Coordinator for Admissions](#) [2].

**Related Documents and Process Forms:**

- [Next Steps Following Access to CU-SIS](#) [48]

## **Research Administration** [18]

- InfoEd (eRA): For InfoEd (eRA) access a researcher or administrator can make a request to the research and/or compliance offices.

## **Master Data Management**

- [Request MDM Access](#) [49]

## **Server Access**

- [Request CU Transfer Access](#) [50] (SFTP)
- [Terminal Server Access](#): For Terminal Server access send an email to [Help@cu.edu](mailto:Help@cu.edu) [51] including the specific terminal servers and your Cu System ID account name.

## **System Administration Accounts**

- [Request a CU System ID or CU System VPN Access](#) [52]

## **IT Applications**

- [Request Phire Access](#) [53]
- [Request UC4 Access](#): email [Help@cu.edu](mailto:Help@cu.edu) [51].
- [Request Cherwell administrative access](#): email [Help@cu.edu](mailto:Help@cu.edu). [54]

## **Request a New Person of Interest (POI)**

- [Person of Interest \(POI\) Worksheet](#) [55]

**Groups audience:**

University Information Systems

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**Source URL:** <http://www.cu.edu/uis/access/access>

**Links:**

- [1] <http://www.cu.edu/uis/access/access>
- [2] <http://www.cu.edu/university-information-systems/campus-security-coordinators>
- [3] <http://www.cu.edu/university-information-systems/access-it-security/request-access/oracle-identity-manager>
- [4] <http://www.cu.edu/uis/service-catalog/human-resources-management-hrms>
- [5] <http://www.cu.edu/oim>
- [6] <http://www.cu.edu/access#HIRERIGHT>
- [7] <http://www.cu.edu/uis/service-catalog/finance-system>
- [8] <mailto:help@cu.edu?subject=Help%20with%20Skillsoft%20Access>
- [9] <mailto:help@cu.edu?subject=CU%20Career%20Access%20Inquiry>
- [10] <http://www.cu.edu/doc/cu-sis-access-requestpdf>
- [11] <http://www.cu.edu/university-information-systems/central-information-warehouse-ciw-cu-reporting-system-cognos>
- [12] <http://www.cu.edu/access#CIW>
- [13] <http://www.cu.edu/university-information-systems/cu-student-integrated-systems-cu-sis>
- [14] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/CU-SIS-Access-Request.pdf>
- [15] <http://www.cu.edu/university-information-systems/service-catalog/degree-audit-and-transfer-credit-datc>
- [16] <http://www.cu.edu/access#CUSIS>
- [17] <http://www.cu.edu/university-information-systems/service-catalog/international-student-and-scholar-management-issm>
- [18] <http://www.cu.edu/uis/service-catalog/electronic-research-and-administration-era>
- [19] <http://www.cu.edu/access#ERA>
- [20] <http://www.cu.edu/uis/service-catalog/secure-file-transfer-protocol-cutransfercu.edu>
- [21] <http://www.cu.edu/access#CUTRANSFER>
- [22] <http://www.cu.edu/university-information-systems/cu-system-accounts>
- [23] <mailto:access@cu.edu?subject=Help%20with%20CU%20System%20ID>
- [24] <http://www.cu.edu/access#ID>
- [25] <mailto:help@cu.edu?subject=Help%20with%20CU%20System%20Cherwell%20Access>
- [26] <mailto:shannon.mathews@cu.edu?subject=SAFE%20Access%20Inquiry>
- [27] <http://www.cu.edu/access#SAFE>
- [28] <mailto:access@cu.edu?subject=Help%20with%20Phire%20Access>
- [29] <http://www.cu.edu/access#PHIRE>
- [30] <mailto:access@cu.edu?subject=MDM%20Access%20Inquiry>
- [31] <http://www.cu.edu/access#MDM>
- [32] [https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/digital\\_signature.pdf](https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/digital_signature.pdf)
- [33] <http://www.ucdenver.edu/about/departments/ITS/SystemsDev/Pages/PassportID.aspx>
- [34] <https://oit.colorado.edu/services/identity-access-management/identikey>
- [35] [https://accounts.uccs.edu/cgi-accounts/claim\\_account\\_wiw.pl](https://accounts.uccs.edu/cgi-accounts/claim_account_wiw.pl)
- [36] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/OIM-Access-Request-Instructions-HCM.pdf>
- [37] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/HCM-Tree-Change.pdf>
- [38] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/OIM-Access-Request-Instructions-FIN.pdf>
- [39] <http://www.cu.edu/doc/fin92roledefinitionsandaccessrequestguide-1.xlsx>
- [40] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/Safe-Access-Request.pdf>
- [41] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/CIW-Access-Request-Form.pdf>
- [42] [http://www.cusys.edu/ums/security/CUonly/AMPS/Forms/Discontinue\\_Access.pdf](http://www.cusys.edu/ums/security/CUonly/AMPS/Forms/Discontinue_Access.pdf)
- [43] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/ciw-instructions.pdf>
- [44] [https://www.cusys.edu/irm/CUonly/dwhse/orapass/ora\\_user\\_account\\_status.html](https://www.cusys.edu/irm/CUonly/dwhse/orapass/ora_user_account_status.html)
- [45] [https://content.cu.edu/irm/CUonly/dwhse/gl/gl\\_status.cgi](https://content.cu.edu/irm/CUonly/dwhse/gl/gl_status.cgi)
- [46] <https://content.cu.edu/irm/>
- [47] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/ISSM-Access-Request.pdf>
- [48] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/Next-Steps-Following-Access-to-CU-SIS.pdf>
- [49] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/MDM-Access-Request.pdf>
- [50] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/File-Transfer-Server-Dir-Access.pdf>
- [51] <mailto:Help@cu.edu>

- [52] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/AD-access-request.pdf>
- [53] <https://www.cusys.edu/ums/security/CUonly/AMPS/Forms/Phire-Access-Request.pdf>
- [54] <mailto:Help@cu.edu?subject=Request%20Cherwell%20Access>
- [55] <http://www.cu.edu/hcm-community/person-interest-poi-worksheet>