# Manage Reporting/Web Focus

## **Registrars - Webfocus Manage Reporting**

Intended/Type of Requestor: General users who need to run reports. Access can only be given to FT or PT staff. Student employees will not be granted access. ABC123 identifier needed for access.

Instructions:

Step 1: Go to my.utrgv.edu, log in.



Step 2: Click on IT support center. IT Support Center

**Step 3:** Click on the information Technology Button.



Step 4: Click on either the get access icon or the blue hyperlink on the blue accordion button.



**Step 5:** Fill out form and click on submit.

\*NOTE: do not submit a request on behalf of another user. The Requestor must submit their own ticket since Terms & Conditions are accepted at the time of submittal.

**Step 5:** Fill out form with information below.

Requestor: Person needing the access. You may type in email address in this field.

Category: Banner

Resource: Registrars - WebFocus Managed Reporting

Application Role: CM Banner PROD - CM End User

\* note if you need a different folder, please note it in the description box.

#### **Description:**

Make sure to add a justification in the description box and what access you will need to view. Like view run class schedules, review course information, etc....

### \*Note: See example below.

Get Access!	+ Show Help	- Hide	Help
Request access to a University business resource: PeopleSoft, Banner, File Shares, Departmental Emails, etc.			
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Browse No file chosen			
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Banner			ж т
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Registrars - WebFocus Managed Reporting			× v
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AA Development			
AA End User			
Administrators			
CM Banner PROD - CM End User			
CM Development			
Enrollment System Reports			
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Format - Font - Size - A - B I U S x, x <sup>2</sup> Ix : 📼 👳			
this request form is being submitted to obtain access to federally-protected student data as defined by the U.S. Department of Education	under the Family Educa	ational Rig	hts

and Privacy Act (FERPA) of 1074, it is with the understanding that both the immediate supervisor and employee gaining access fully recognize that only data pertinent to the employee's scope of responsibilities is to be utilized, and abuse of this access is considered a violation of FERPA. Under no circumstances is protected student data to be shared or discussed with individuals who do not have a documented legitimate educational interest in the student data being accessed.

#### **EULA** Agreement

EULA Agreement approval is now via EMAIL



Step 6: Click on Request button to submit.

**Step 7:** Check your email and approve your access request as well as following up with your supervisor to approve request.

Step 8: Wait for workflow approvals to be completed.

Step 9: Receive email that access has been approve!

Step 10: Log in and Run your first report!

Note: Justification is needed in the body of each ticket request. Educational interest must be determined and is based on employee's job description. Other restrictions may apply. Roles determined by Data