Manage Reporting/Web Focus

Registrars - Webfocus Manage Reporting

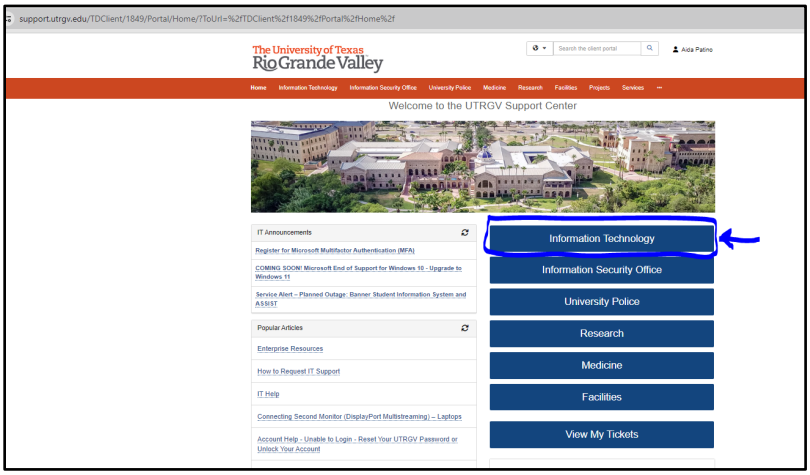
Intended/Type of Requestor: General users who need to run reports. Access can only be given to FT or PT staff. Student employees will not be granted access. ABC123 identifier needed for access.

Instructions:

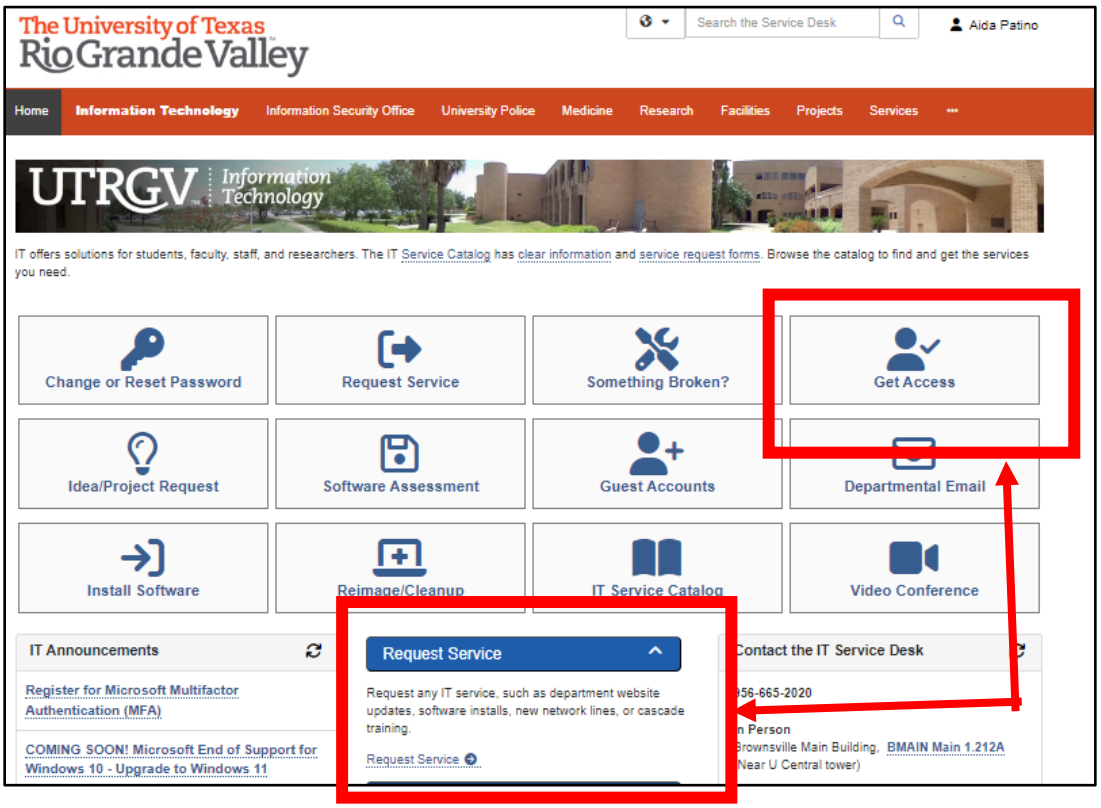
Step 1: Go to my.utrgv.edu, log in.

Step 2: Click on IT support center.

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

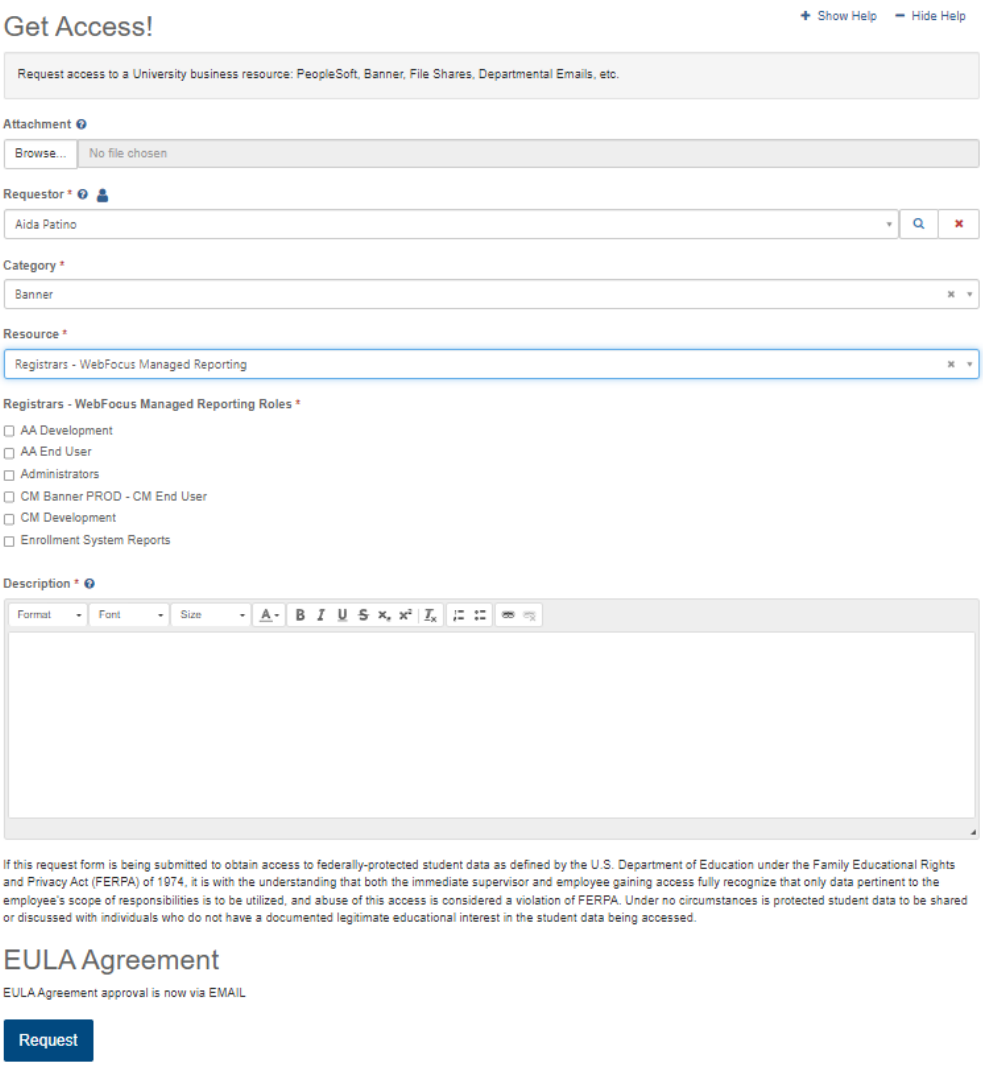
Application Role: CM Banner PROD - CM End User

* 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.



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