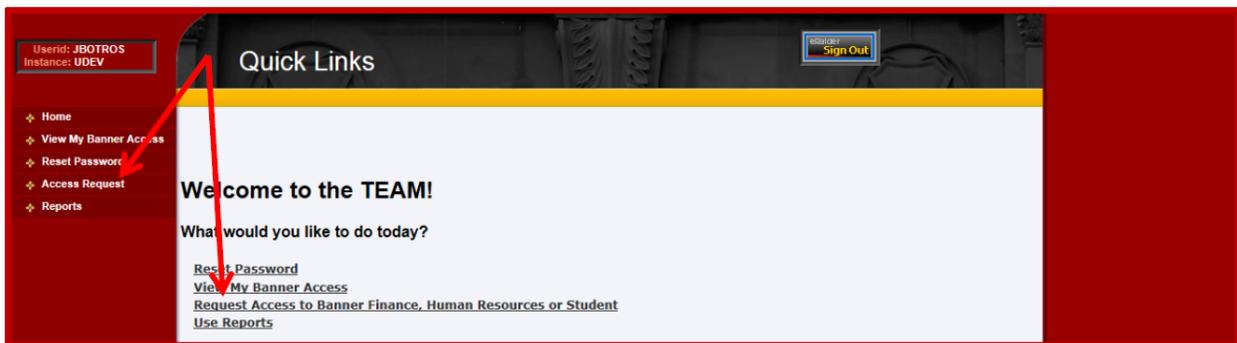


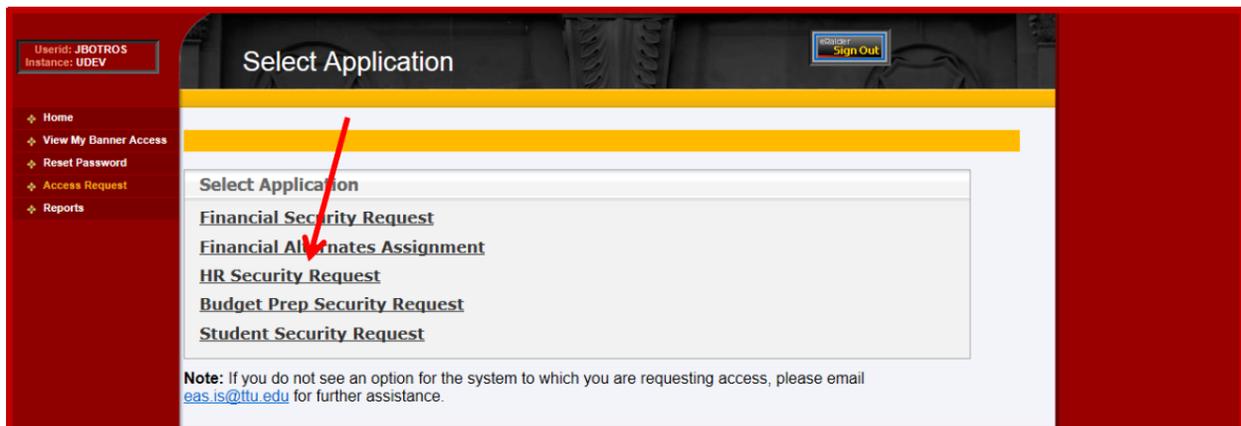
TeamApp: Steps to Grant Access to HR Cognos Reports as an Organization Manager

The HR Cognos Reports Access grants permission to an employee to view information about employees. The employee who is granted this permission will be viewing the personal and confidential information of Texas Tech employees, and thus, it is important that the Organization Manager (Org Mgr) uses discretion when granting this access. An employee can be granted access to one or more organizations.

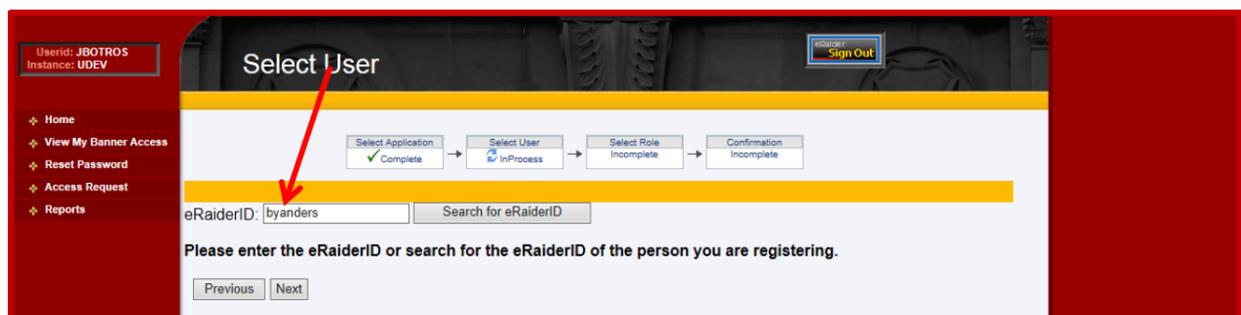
1. The Org Mgr signs into **RaiderLink**, click on the **A&F Work Tools** tab, to click on **TeamApp**.
2. On the Quick Links Page, click **Access Request**.



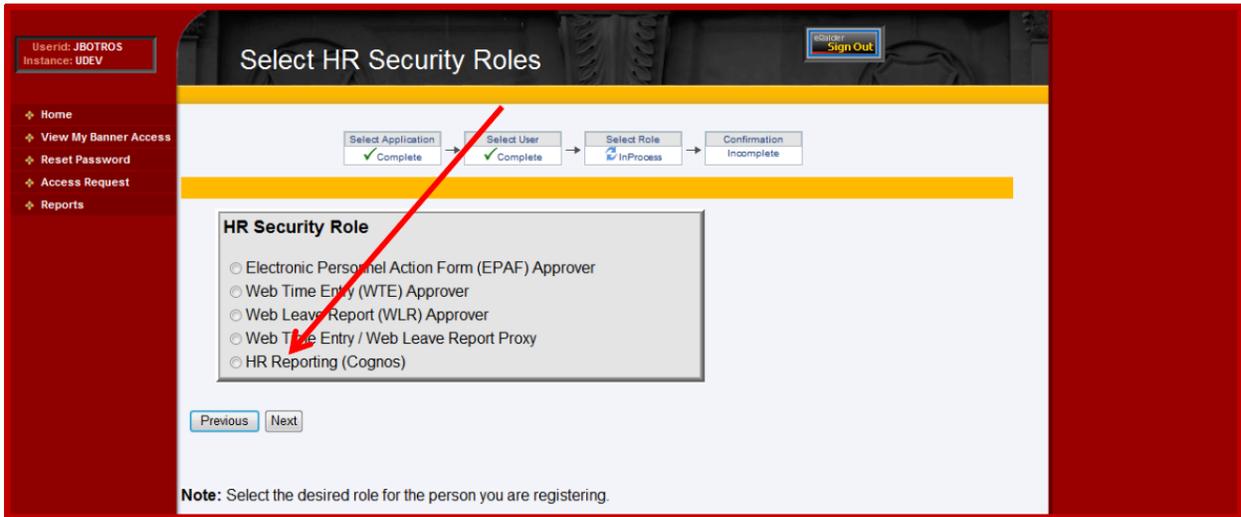
3. On the Select Application page, click **HR Security Access**.



4. On the Select User page, **enter the eRaider ID of the employee** who will be viewing HR reports.



5. On the Select HR Security Roles page, select **HR Reporting (Cognos)**.



Select HR Security Roles

Userid: JBOTROS
Instance: UDEV

Home
View My Banner Access
Reset Password
Access Request
Reports

Sign Out

Select Application ✓ Complete → Select User ✓ Complete → Select Role InProcess → Confirmation Incomplete

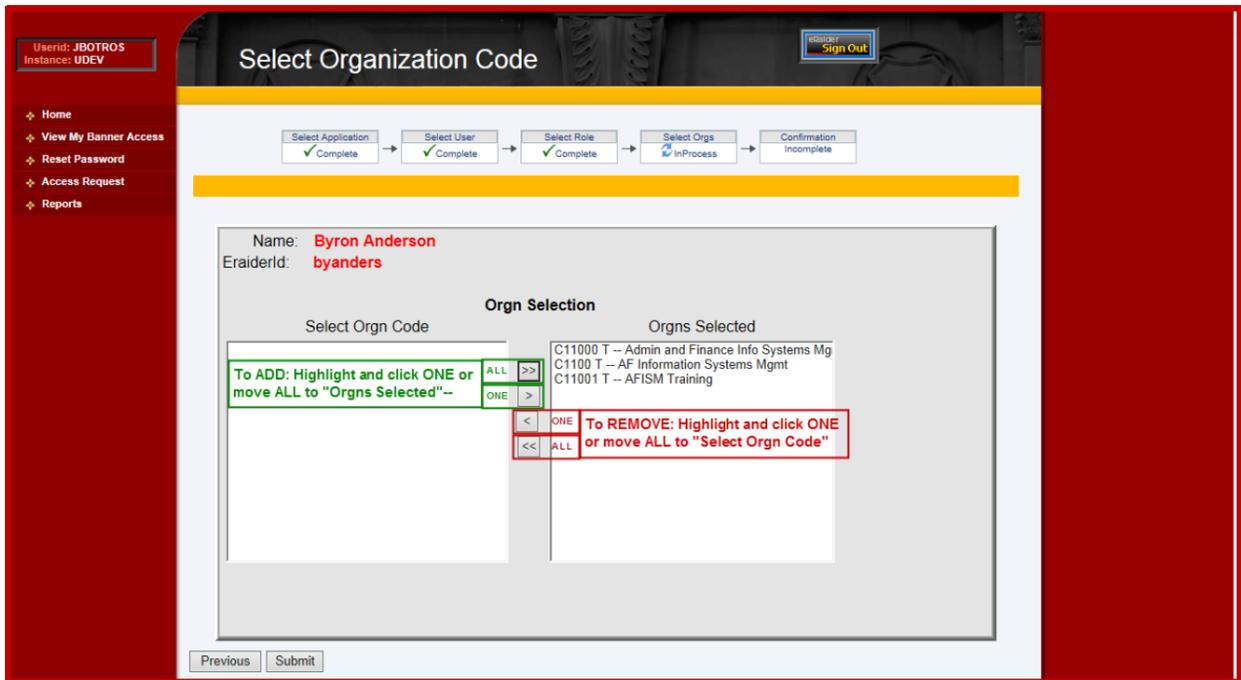
HR Security Role

- Electronic Personnel Action Form (EPAF) Approver
- Web Time Entry (WTE) Approver
- Web Leave Report (WLR) Approver
- Web Time Entry / Web Leave Report Proxy
- HR Reporting (Cognos)**

Previous Next

Note: Select the desired role for the person you are registering.

6. On the Select Organization Code page Organizations can be added or removed.



Select Organization Code

Userid: JBOTROS
Instance: UDEV

Home
View My Banner Access
Reset Password
Access Request
Reports

Sign Out

Select Application ✓ Complete → Select User ✓ Complete → Select Role ✓ Complete → Select Orgs InProcess → Confirmation Incomplete

Name: **Byron Anderson**
EraiderId: **byanders**

Select Orgn Code	Orgn Selection	Orgns Selected
	<input type="checkbox"/> ALL >> <input type="checkbox"/> ONE >	C11000 T -- Admin and Finance Info Systems Mg C1100 T -- AF Information Systems Mgmt C11001 T -- AFISM Training

To ADD: Highlight and click ONE or move ALL to "Orgns Selected" –

To REMOVE: Highlight and click ONE or move ALL to "Select Orgn Code"

Previous Submit

To ADD: Highlight one and click ">", or Click ">>" to move ALL (no highlighting needed) **SUBMIT** when finished.

To REMOVE: Highlight one and click ">", or Click ">>" to move ALL (no highlighting needed) **SUBMIT** when finished.

7. A “Granted” or a “Revoked” message with the name of the organization(s) confirms the changes. Close the browser window to exit or choose another link in TeamApp.

The screenshot displays a web application interface with a red sidebar on the left and a main content area. The sidebar contains a user profile box at the top with 'Userid: JBOTROS' and 'Instance: UDEV', and a menu with links: Home, View My Banner Access, Reset Password, Access Request, and Reports. The main content area has a 'Confirmation' header and a 'Sign Out' button. Below the header, the text reads 'Your Request has been Submitted.' followed by a 'Submit Another Request' button. A summary box titled 'HR Security Request (HR Reporting - COGNOS) Summary' contains the following information:

eRaider ID:	byanders - Byron Anderson
Tech ID:	R00902742

Byron Anderson has been granted access to view Human Resources related reports in the Cognos reporting system for the organization code(s) listed below:
T C1100 - AF Information Systems Mgmt

Please contact your campus Human Resources or Budget Office if you have any questions.