## **TeamApp: Granting Access to HR Cognos Reports**

The Organization / Financial Manager can grant permission to an employee to view HR Cognos reports. 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 Manager uses discretion when granting this access. An employee can be granted access to one or more organizations.

- 1. To access TeamApp log onto *Raiderlink* > A&F Work Tools Tab > DMFR Channel > Other Links > *TeamApp* or you access it directly at <u>https://banapps.texastech.edu/team/QuickLinks.aspx</u>.
- 2. Click on Access Request in the left sidebar menu, then choose Request Access.



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

Userid: JBOTROS Instance: UDEV	Select Application
♦ Home	1
View My Banner Access	
Reset Password	
Access Request	Select Application
	Financial Security Request Financial Alternates Assignment HR Security Request Budget Prep Security Request Student Security Request Note: If you do not see an option for the system to which you are requesting access, please email eas is@ttu edu for further assistance.

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

Userid: JBOTROS Instance: UDEV	Select I	Jser			<b>MARIAN</b>	and a			staider Sign Out
🚸 Home									
View My Banner Access		Select Application	1.1	Select User	1.5	Select Role		Confirmation	
Reset Password		✓ Complete		V InProcess		incomplete		incompiete	
Access Request	V								
Reports	eRaiderID: byanders		Sear	ch for eRaiderII	C				
	Please enter the eRa	aiderID or sear	ch fo	or the eRaid	erID	of the pers	on yo	u are regist	tering.

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

Userid: JBOTROS Instance: UDEV	Select HR Security Roles
Home     View My Banner Access     Reset Password     Access Request	Select Application Complete  Select User  Select Role  Confirmation Incomplete
♦ Reports	HR Security Role  Electronic Personnel Action Form (EPAF) Approver  Web Time Envy (WTE) Approver  Web Leave Report (WLR) Approver  Web Time Entry / Web Leave Report Proxy HR Reporting (Cognos)  Next  Select the desired role for the person you are registering

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

Userid: JBOTROS Instance: UDEV	Select Organization Code
Home     View My Banner Access     Reset Password     Access Request     Reports	Select Application √Completa → √Completa → √Completa → √Completa → √Completa → √Completa → √Completa → √Completa → √Completa → √Completa
	Name: Byron Anderson Eraiderid: byanders Orgn Selection Select Orgn Code To ADD: Highlight and click ONE or ALL 22 move ALL to "Orgns Selected"- Out D - Arliomation Systems Mgnt C1100 T - Arliomation Systems Mgnt C110 T - Arliomation Syst

## To ADD:

- Highlight one and click ">"
- 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.

Userid: JBOTROS Instance: UDEV	Confirmation		rement Sign Out			
Home     View My Banner Access     Reset Password     Access Request     Reports	Your Request has I	been Submitted.				
	HR Security Request (HR Reporting - COGNOS) Summary					
	eRaider ID:       byanders - Byron Anderson 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.					

Contact Us: <u>dmfr.support@ttu.edu</u>

Visit us on the web: <u>http://www.depts.ttu.edu/dmfr/</u> DMFR Training Website: <u>https://apps.dmfr.ttu.edu/training/</u> DMFR Portal <u>https://portal.dmfr.ttu.edu</u>