

# The Organization Manager Grants Access to HR Cognos Reports

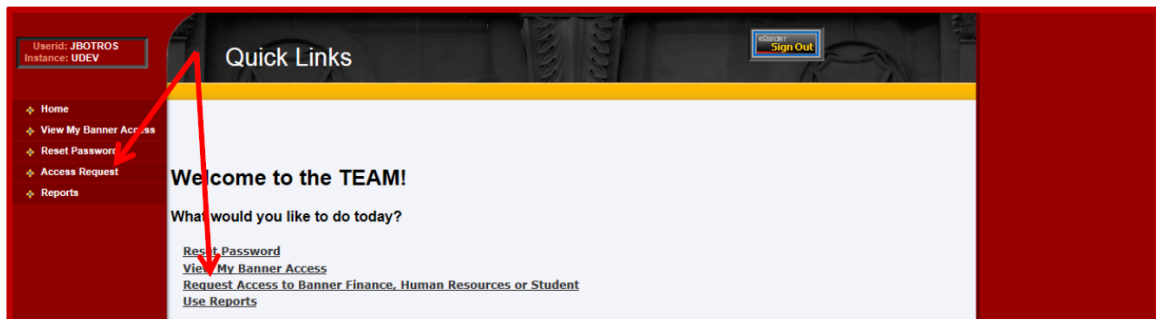
The employee who is granted this permission will view information about employees, which is personal and confidential. Therefore, it is important that the Organization Manager (Org Mgr) uses discretion when granting this access. An employee can be granted access to one or more organizations.

## Follow these steps or the screen shots below:

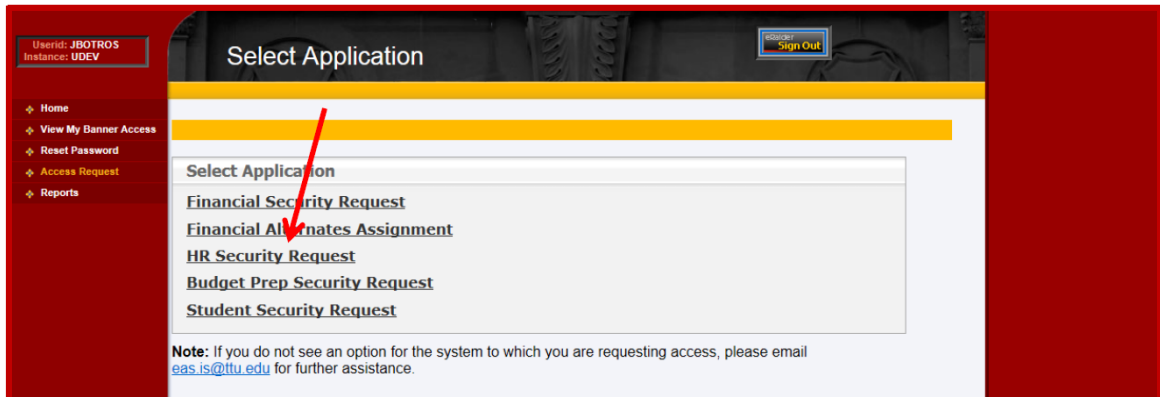
1. The Org Mgr signs into RaiderLink > A&F Work Tools > AFISM, TeamApp..... 1
2. On the Quick Links Page, click Access Request. .... 1
3. On the Select Application page, click HR Security Access..... 2
4. On the Select User page, enter the eRaider ID of the employee who will view reports. .... 2
5. On the Select HR Security Roles page, select HR Reporting (Cognos). .... 2
6. On the Select Organization Code page, Organizations can be added or removed..... 3
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. .... 3

1. The Org Mgr signs into RaiderLink > A&F Work Tools > AFISM, TeamApp.

2. On the Quick Links Page, click Access Request.



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



Userid: JBOTROS  
Instance: UDEV

Home  
View My Banner Access  
Reset Password  
Access Request  
Reports

Sign Out

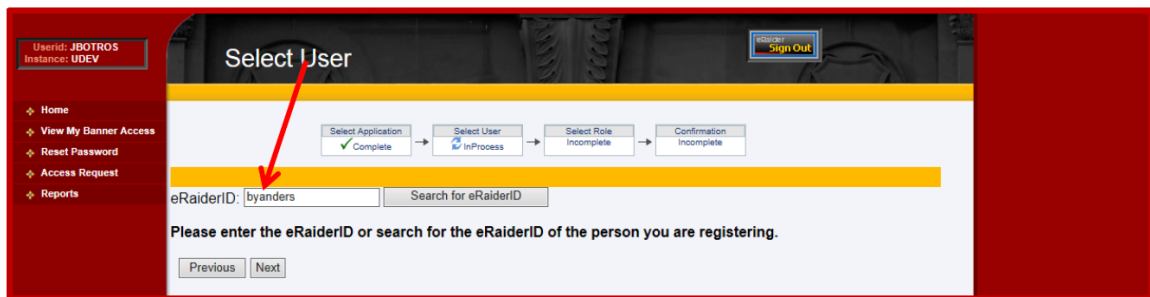
### Select Application

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](mailto:eas.is@ttu.edu) for further assistance.

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



Userid: JBOTROS  
Instance: UDEV

Home  
View My Banner Access  
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### Select User

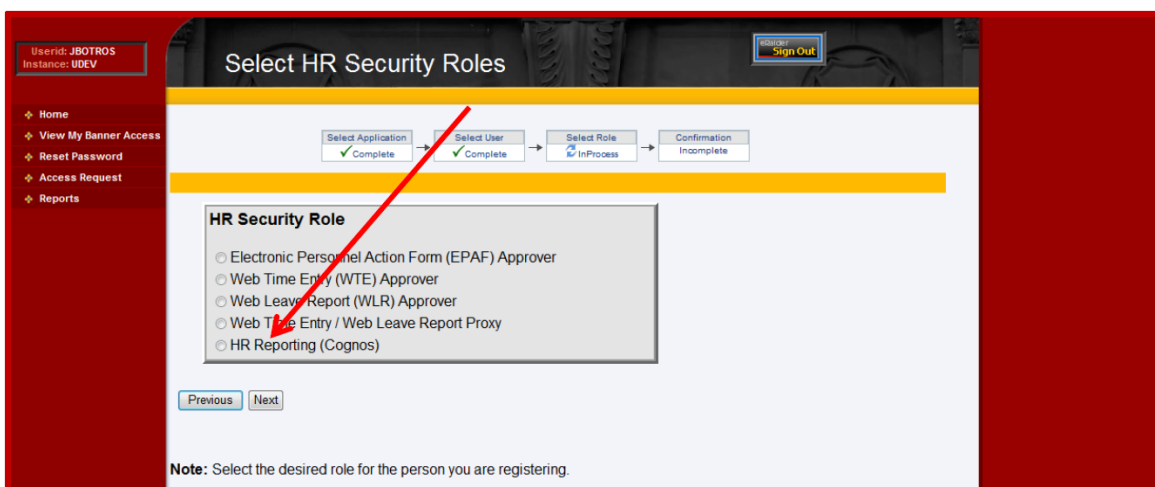
Select Application ✓ Complete → Select User In Process → Select Role Incomplete → Confirmation Incomplete

eRaiderID: byanders Search for eRaiderID

Please enter the eRaiderID or search for the eRaiderID of the person you are registering.

Previous Next

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



Userid: JBOTROS  
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### Select HR Security Roles

Select Application ✓ Complete → Select User ✓ Complete → Select Role In Process → 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.

**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.