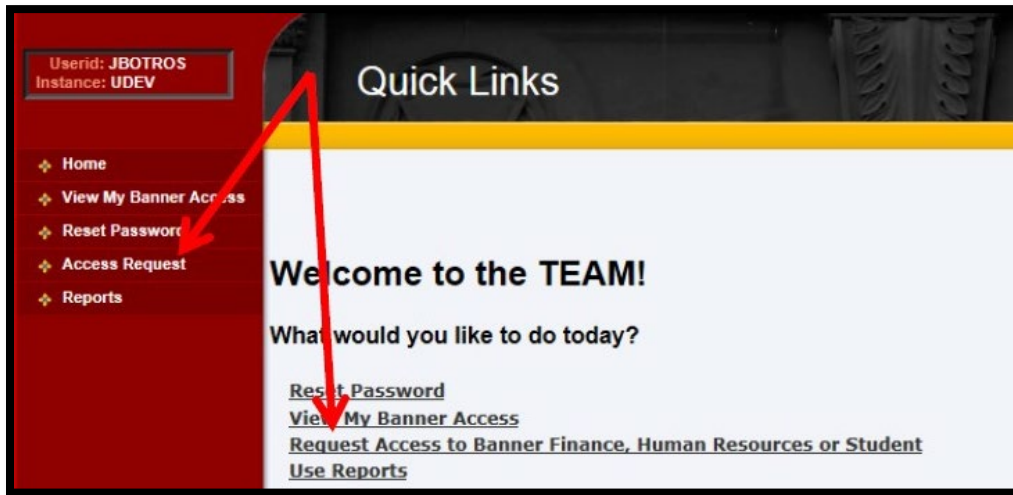


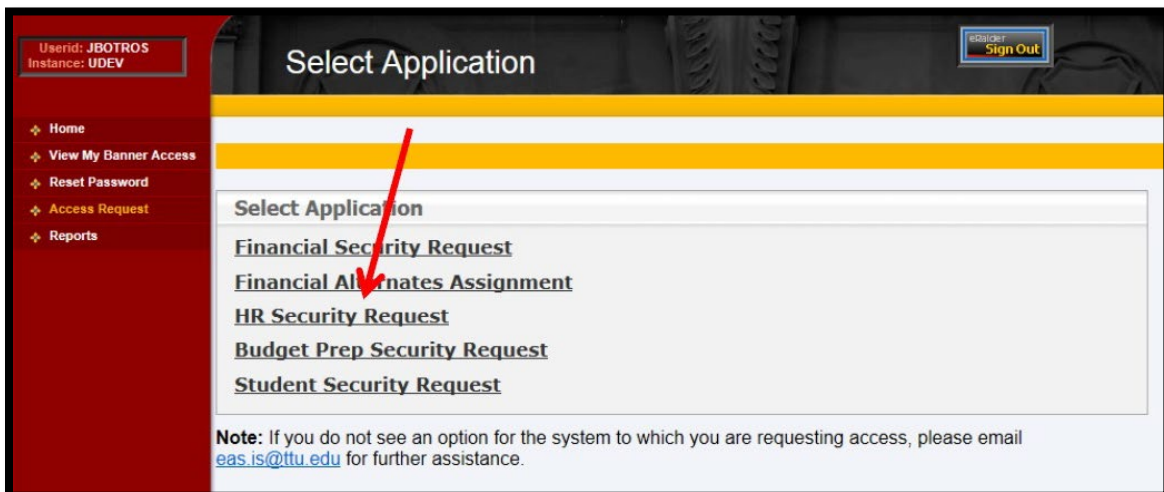
TeamApp: Granting Access to HR Cognos Reports

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.

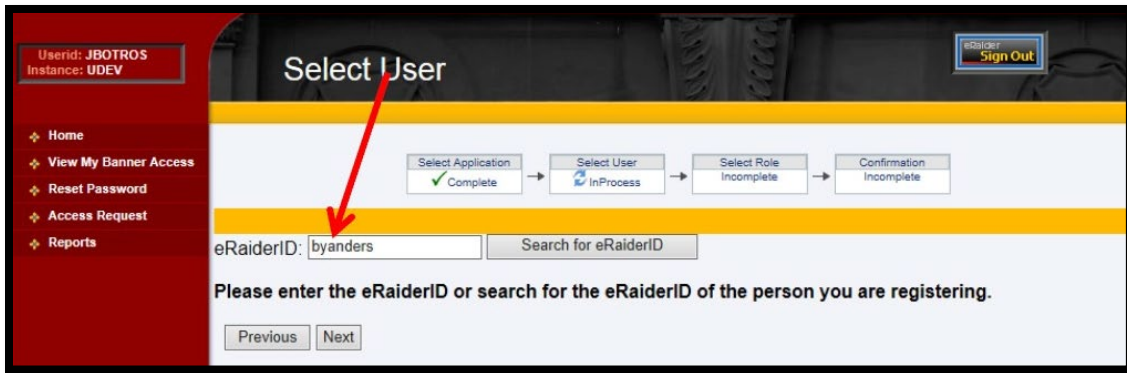
1. To access TeamApp log onto *Raiderlink* > *A&F Work Tools Tab* > *DMFR Channel* > *Other Links* > *TeamApp* or you access it directly at <https://banapps.texastech.edu/team/QuickLinks.aspx> .
2. Click on **Access Request** in the left sidebar menu, then choose **Request Access**.



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



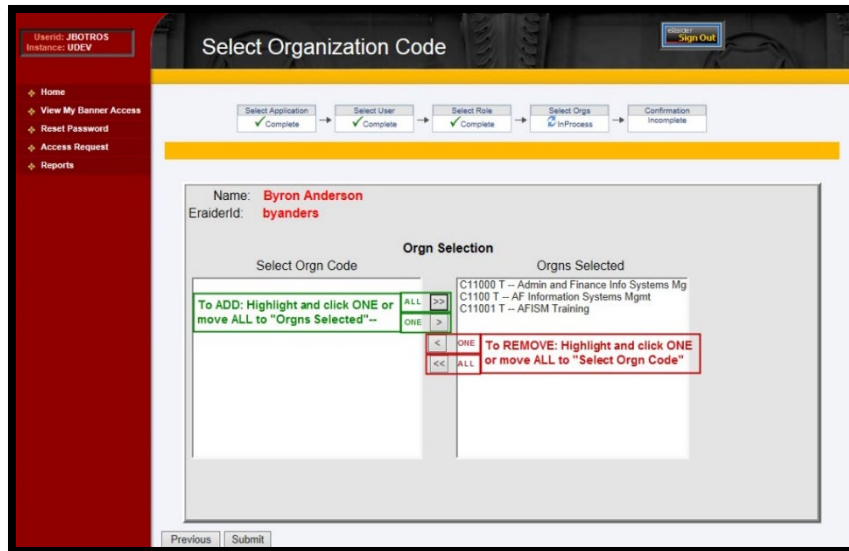
4. On the Select User page, enter the eRaider ID of the employee who will be viewing HR reports.



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



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



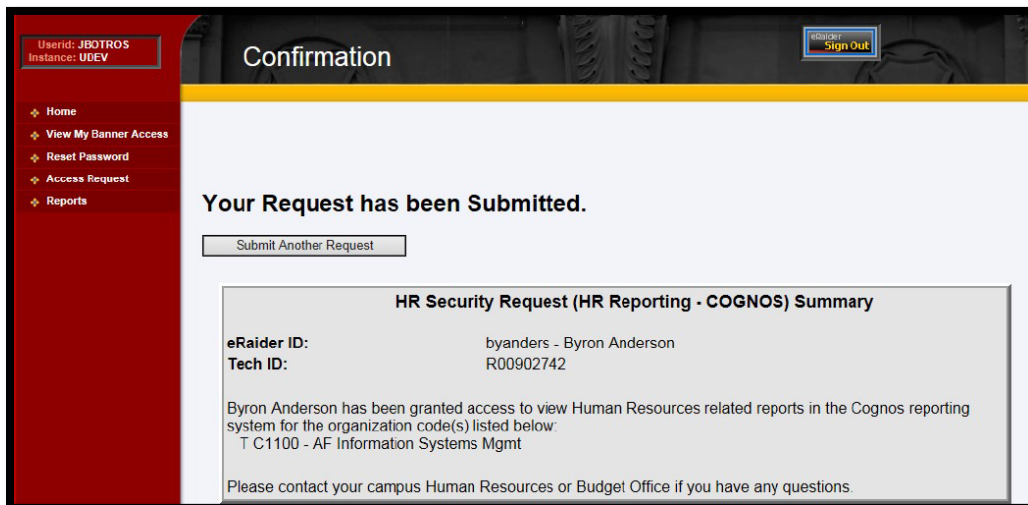
To ADD:

- 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.



Contact Us: dmfr.support@ttu.edu

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