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University of Illinois Foundation
System Access Request Form
Reference Guide

Contents

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USING THE FORM

This document is intended to assist you with submission and approval of the University of Illinois Foundation System Access Request Form, which is required for access to UIF systems.

Locating the System Access Request Form

The University of Illinois Foundation System Access Request Form is located in the OnBase Web Client under New Forms.

1. To access the System Access Request Form, do one of the following:

- Click this link:

   OR

- Within OnBase Web Client, click the menu ☰ icon, select **New Form** from the list.
- Under UIF Advancement Technology Forms, select **System Access Request**.
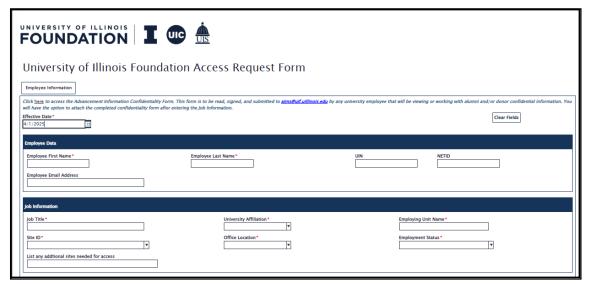
   The following form displays:

Image of the University of Illinois Foundation System Access Request Form

Attachments

Please make sure the employee signs the confidentiality form to avoid any delays in processing this request. If you have a copy of the completed form, you may attach it below.

Confidentiality Agreement (0)

Advancement Information Confidentiality Form

[Attach Confidentiality Form]

Approvals

Supervisor Name *

Director/Manager Name *

Supervisor Email *

Director/Manager Email *

Access & Role Selection

Advancement Functional Role *   Functional Role Definitions

☐ User Does Not Need Access to TED

If appropriate, mirror this user's access:

Additional Questions

Other UIF Systems

Please check the box if access is required for the following systems.

☐ BBDW (Data Warehouse)

☐ UIF Chrome River

☐ UIF File Sharing (in TED)

☐ iLearn

☐ OnBase

☐ Smartsheet

Sign & Submit

Supervisor Signature   Date

Director or Manager Signature   Date

Submitting Instructions

After filling out the fields above, the Submit button will route the form to the supervisor listed in the routing area. Supervisors will receive an email with a link to sign the form. The form will then be automatically routed to the next level of approvals. Once all approvals are received, AIMS will proceed with the next steps. You will receive an email from UIF Learning and Development once your account is set up.

If you have any questions while completing this form please contact AIMS at aims@uif.uillinois.edu or (217)300-3907.
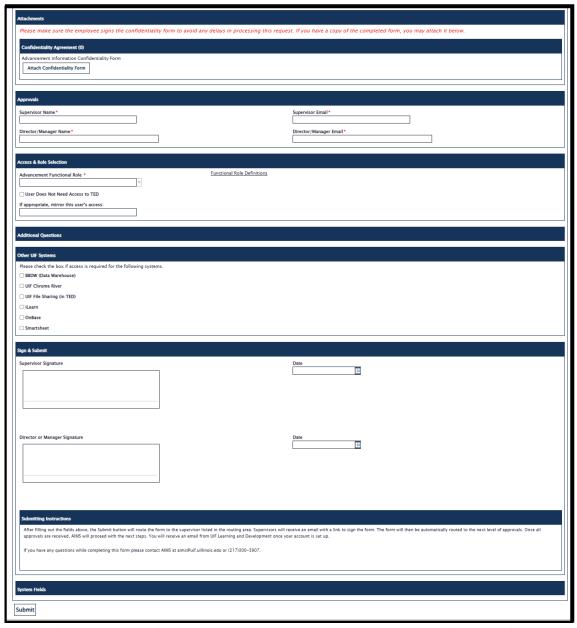
System Fields

[Submit]

Image of the University of Illinois Foundation System Access Request Form (continued)

Completing the System Access Request Form

The System Access Request Form is initiated and completed by University, Foundation, or Advancement supervisors to request access to systems and data for a new employee.

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✎ *Note:*

A hyperlink to access the Advancement Information Confidentiality Form is provided at the top of the System Access Request Form. The Advancement Information Confidentiality Form is to be read, signed, and submitted by any university employee that will be working with alumni and/or donor confidential information, or accessing systems that contain such information. You will have the option to attach the completed confidentiality form after entering the Job Information. The System Access Request Form will not be processed until the Advancement Confidentiality Agreement Form is signed.

1. University, Foundation, or Advancement supervisors *must* complete the following fields:

✎ *Note:*
The Clear Fields button may be clicked anytime during the completion of this form to clear the values of all fields.

Field	Description
✎ *Note:* Fields marked with an "*" are required.	
Effective Date*	Effective Date of the request.
Employee Data	
Employee First Name*	The first name of the individual requiring access.
Employee Last Name*	The last name of the individual requiring access.
Employee Email Address*	The employee's email address associated with the individual requiring access. This field is not required for UIF.
UIN*	The employee's UIN.
NetID*	The employee's NetID. This field is not required for UIF.
Job Information	
Job Title*	The employee's job title.

Field	Description
Site ID	The employee's site ID. Click the arrow and select a value, or type it in if it doesn't appear in the list. Use this link to determine the Site ID if unsure: https://online.uif.uillinois.edu/system/files/2020-01/Site-CCDTableforAccessForm.pdf
University Affiliation*	Click the arrow and select one of the following affiliations: Alumni Association Chicago Foundation Springfield Urbana University Administration
	*✴ **Important:** * *If the University Affiliation value is Foundation, the approved System Access Request Form will be automatically sent to UIF Human Resources for processing. If the University Affiliation value is not Foundation, the approved System Access Request Form will be automatically sent to AIMS for processing.* *✴ **Important:** * *The Unit Director/Assistant Dean for Advancement Name and email fields are listed and prefilled according to the University Affiliation chosen. However, if you change your University Affiliation selection to another value, these fields are not automatically updated to coincide with the new selection. You must click the Clear Fields button and redo the form to ensure the appropriate approvers are notified.*

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Field	Description
Office Location*	Click the arrow and select the employee's office location:
	Champaign/Urbana
	Chicago
	Peoria
	Rockford
	Springfield
Employing Unit Name*	The employee's associated unit name.
Employment Status*	Click the arrow and select the employee's status value from the list:
	Non-Student/Non-Temporary Help
	Student
	Temporary Help
Attachments	This section displays once an Effective Date values is added to the form. The supervisor clicks the **Attach Confidentiality Form** button. An Open window displays. Select the confidentiality agreement file from its network location and click **Open**. A link to the file is added in this section. This file may be accessed by clicking the link in this section.
Approvals	
Supervisor Name*	Employee's supervisor's name.
Supervisor Email Address*	Employee's supervisor's email address.

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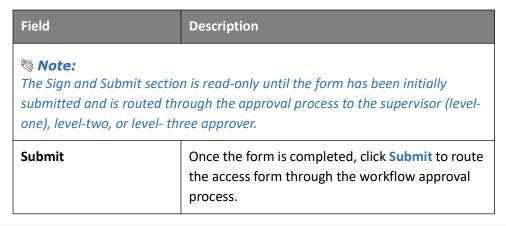| Field	Description
🖎 *Note:* *The Unit Director/Assistant Dean for Advancement Name and email fields are listed and prefilled according to the University Affiliation chosen. However, if you change your University Affiliation selection to another value, these fields are not automatically updated to coincide with the new selection. You must click the Clear Fields button and redo the form to ensure the appropriate approvers are notified.*	
Access & Role Selection	
Advancement Functional Role*	Click the arrow and select a value from the drop-down list. Click the Function Role Definitions link to open the reference guide.
User Does Not Need Access to TED	Select this check box if the user does not require TED access.
Comments	Add any other pertinent information associated with this request.
If appropriate, mirror this user's access:	Add if another user's access properties are to be copied and applied to this user's access properties.
Administrative Access	This section displays if the University Affiliation is Foundation and the Advancement Functional Role is Information Technology. Select the Administrative Access Required check box if the user requires administration access. Once selected, choose the environment(s) they require access to.

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Field	Description
Additional Questions	Complete the additional questions, which are defined by the University Affiliation, and Advancement Function Role selections.
	🖎 ***Note:***
	If the user requires TED access and no questions are displayed in this section, close the form, open a new form, and make your selections to refresh the available questions.
Other UIF Systems	If access is needed to additional UIF systems, click the appropriate check boxes.
	🖎 ***Note:***
	Additional approval may be required for the selected access.
	🖎 ***Note:***
	*If you select a University Affiliation value of "Foundation", **and** an Employment Status value of "Non-Student/Non-Temporary Help", the ChromeRiver field is automatically selected.*
	🖎 ***Note:***
	If you select BBDW (Data Warehouse), a notification is sent to UIFBBDWAccess@mx.uillinois.edu with a copy of the completed form to allow OATS Operations to approve and grant BBDW database access.

Field	Description
📝 *Note:* *The Sign and Submit section is read-only until the form has been initially submitted and is routed through the approval process to the supervisor (level-one), level-two, or level- three approver.*	
Submit	Once the form is completed, click **Submit** to route the access form through the workflow approval process.

Alumni Association

VP Alumni Services Name *
UIAA Approver

VP Alumni Services Email *
UIAAAccessApproval@mx.uillinois.edu

Chicago

Unit Director/Assistant Dean for Advancement Name *

Unit Director/Assistant Dean for Advancement Email *

Vice Chancellor/Assistant/Associate Vice Chancellor for Advancement Name
OVCIA APPROVER

Vice Chancellor/Assistant/Associate Vice Chancellor for Advancement Email
UICAccessApproval@mx.uillinois.edu

Foundation

UIF Human Resources Name *
HR Reviewer

UIF Human Resources Email *
UIFAccessApproval@mx.uillinois.edu

Springfield

Vice Chancellor for Advancement Name *
UIS Approver

Vice Chancellor for Advancement Email *
UISAccessApproval@mx.uillinois.edu

Urbana

Unit Director/Assistant Dean for Advancement Name *

Unit Director/Assistant Dean for Advancement Email *

Vice Chancellor/Assistant/Associate Vice Chancellor for Advancement Name
OVCIA APPROVER

Vice Chancellor/Assistant/Associate Vice Chancellor for Advancement Email
UIUCAccessApproval@mx.uillinois.edu

University Administration

UIF VP for Advancement Services Name *
UA Approver

UIF VP for Advancement Services Email *
UAAccessApproval@mx.uillinois.edu

Sample of the Approvals section's level-two and level-three fields, based on University Affiliation and Advancement Functional Role selections

2. Click the **Submit** button to save your entries and submit the form. The completed form transitions into the workflow approval process.

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Image of a pending Access Request Form OnBase entry

The form is sent through the approval process within the OnBase System Access Request Form workflow to the designated approvers of the form. An email notification with a link to the form is sent from OnBase to the designated supervisor (level-one), level-two, and level-three approvers for signature and approval. The form opens throughout the approval process within the OnBase Web Client. During the approval process, "Pending" is added to the form's entry in OnBase. Once the form is approved, "Approved" is added to the form's entry in OnBase. OnBase timers run in each phase of the form's approval process to check for the existence of that approver's signature and moves the form to the next approval level if a signature is identified.

SUPERVISOR (LEVEL-ONE) SIGNATURE

The supervisor (level-one) approver receives an email notification like the one below that contains a link to the UIF System Access Request Form. The Supervisor must approve the form before the form can continue through the approval process.

From: OnBase@uif.uillinois.edu <OnBase@uif.uillinois.edu>
Sent: Tuesday, March 12, 2024 12:48 PM
To: Miller, Erin K. <emill4@uif.uillinois.edu>; Morgan, Angi <morgan@uif.uillinois.edu>; Miller, Erin K. <emill4@uif.uillinois.edu>
Subject: System Access Request - Signature Needed
Hi,

Your signature is needed on a UIF System Access Request form for Tonja Reichert Cardot.

To view/approve the document, click here: https://edms.uif.uillinois.edu/appnet/docpop/docpop.aspx?docid=13225721. Please scroll to the Sign and Submit section in the form, Sign and Date the appropriate boxes, then click Submit at the bottom.

Thank you,

Operations (Ops)
Office of Advancement Technology Services (OATS)
University of Illinois Foundation (UIF)

Image of a Level-One notification for the System Access Request Form

a. The supervisor, who is the level-one approver, signs the Supervisor Signature box, adds the Date, and then clicks the **Submit** button to save their entries and submit the form. Once the OnBase workflow detects a supervisor signature, the form is sent to the level-two approver.

✎ *Note:*
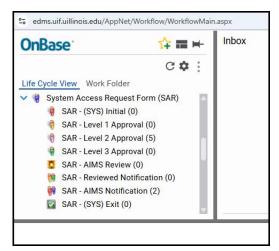*The supervisor may also make changes to the form.*

Image of the System Access Request (SAR) form workflow view in Web Client

LEVEL-TWO SIGNATURE

The level-two approver receives an email notification like the one below that contains a link to the UIF System Access Request Form. The level-two approver must approve or reject the request, and include a rejection note, if applicable. If rejected, the form is removed from the approval process and may not be updated or resubmitted. Upon rejection, a *new* System Access Request must be submitted.

✶⁂ *Important:*

If an error is received when opening the form, another approver may have signed/approved the form for this level. You may verify the form through the Document Retrieval process. For more information, see "Appendix A: Retrieving a System Access Request Form" on page 16. The AIMS and OATS Operations departments process this approved form within a UIF Support ticket. The user will receive an email notification when access is assigned.

From: OnBase@uif.uillinois.edu <OnBase@uif.uillinois.edu>
Sent: Tuesday, March 12, 2024 12:48 PM
To: Miller, Erin K. <emill4@uif.uillinois.edu>; Morgan, Angi <morgan@uif.uillinois.edu>; Miller, Erin K. <emill4@uif.uillinois.edu>
Subject: System Access Request - Signature Needed
Hi,
Your signature is needed on a UIF System Access Request form for Tonja Reichert Cardot.
To view/approve the document, click here: https://edms.uif.uillinois.edu/appnet/docpop/docpop.aspx?docid=13225721
Please scroll to the Sign and Submit section in the form, Sign and Date the appropriate boxes, then click Submit at the bottom.

Note: If an error is received when opening the form, another approver may have signed/approved the form for this level. You may verify the form through the Document Retrieval process. For more information, see Appendix A: Retrieving a System Access Request Form in the reference guide.

Thank you,

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Image of a Level-Two notification for the System Access Request Form

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a. To approve the form, the level-two approver signs and dates the Level-two Approver Signature and Date fields in the Approvals section, and then clicks **Submit** to save their entries.

✎ *Note:*
The supervisor may also make changes to the form.

If a level-three approver is identified for this request, once the workflow detects that the level-two approver has signed, an email notification with a hypertext link to the form is sent to the level-three approver. Otherwise, the form is approved and sent to AIMS for review.

b. To reject the form, a level-two approver should click the following ad hoc task buttons located in the bottom of the "inbox" window:
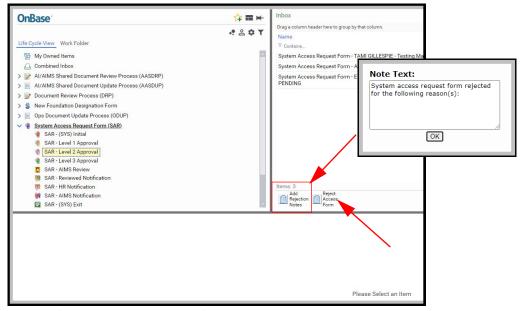

Image of a rejection notes entry for the System Access Request Form

- **Add Rejection Note** opens a Note prompt in the Inbox pane to add rejection notes. The level-two approver clicks this ad hoc task button to add a rejection note for the form. They should type the content and click **OK** to save each note. For more information on adding/viewing notes, see "Appendix C: Adding/Viewing Form Notes" on page 18.

⁎✿ *Important:*
Access Form notes cannot be deleted.

- **Reject Form** updates the form to a "Rejected" status. The level-two or level-three approver clicks this ad hoc task button to reject the form and remove the form from the approval process workflow. The workflow automatically sends a rejection notification with a hypertext link to view the form and rejection notes to the supervisor, similar to the following:

From: OnBase@uif.uillinois.edu <OnBase@uif.uillinois.edu>
Sent: Monday, October 21, 2024 1:12 PM
To: Gillespie, Tamara <tdiorio@uif.uillinois.edu>; Miller, Erin Kathleen <emill4@uif.uillinois.edu>; Morgan, Angi <morgan@uif.uillinois.edu>
Subject: The System Access Request for has been Rejected.

Hello,
The new employee System Access Request form for JANE DOE has been rejected.
Click here: https://edms.uif.uillinois.edu/appnet/docpop/docpop.aspx?docid=13768909 to review the notes attached to the document for more information on why the form was rejected. If necessary, please submit a new System Access Request form.
Thank you,
Operations (OPS)
Office of Advancement Technology Services (OATS)
University of Illinois Foundation (UIF)

Sample of a rejection notification sent to the supervisor

LEVEL-THREE SIGNATURE (IF APPLICABLE)

The level-three approver receives an email notification like the one below that contains a link to the UIF System Access Request Form. The level-three approver must approve or reject a request, and include a rejection note, if applicable. If rejected, the form is removed from the approval process and may not be updated or resubmitted. Upon rejection, a *new* System Access Request form must be submitted.

From: OnBase@uif.uillinois.edu <OnBase@uif.uillinois.edu>
Sent: Tuesday, October 22, 2024 10:59 AM
To: Morgan, Angi <morgan@uif.uillinois.edu>; UIF Access Approval <UIFAccessApproval@mx.uillinois.edu>; Miller, Erin Kathleen <emill4@uif.uillinois.edu>
Subject: System Access Request - Signature Needed

Hi,

Your signature is needed on a UIF System Access Request form for Tonja Reichert Cardot.

To view/approve the document, click here:
https://edms.uif.uillinois.edu/appnet/Workflow/WFLogin.aspx?LifeCycleID=107&QueueID=140&DocID=13225721
2.
Please scroll to the Sign and Submit section in the form, Sign and Date the appropriate boxes, then click Submit at the bottom.

Note: If an error is received when opening the form, another approver may have signed/approved the form for this level. You may verify the form through the Document Retrieval process. For more information, see Appendix A: Retrieving a System Access Request Form in the reference guide.

Thank you,

Operations (Ops)
Office of Advancement Technology Services (OATS)
University of Illinois Foundation (UIF)

Sample of a rejection notification sent to the supervisor

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*⭐ *Important:*
If an error is received when opening the form, another approver may have signed/approved the form for this level. You may verify the form through the Document Retrieval process. For more information, see "Appendix A: Retrieving a System Access Request Form" on page 16. The AIMS and OATS Operations departments process this approved form within a UIF Support ticket. The user will receive an email notification when access is assigned.

a. To approve the form, the level-three approver signs and dates the level-three Approver Signature and Date fields in the Approvals section, and then clicks **Submit** to save their entries. Once a form is approved, it is sent to AIMS for review.

✍ *Note:*
The supervisor may also make changes to the form.

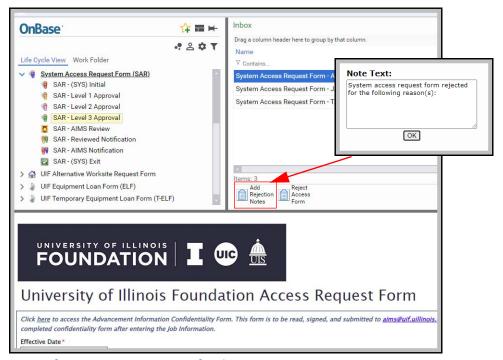*Image of a rejection notes entry for the Access Request Form*

b. To reject the form, a level-three approver may click the following ad hoc task buttons located in the bottom of the "inbox" window:

• **Add Rejection Note** opens the notes pane to add rejection notes. The level-three approver clicks this ad hoc task button to add a rejection note for the form. They should type the content and click **OK** to save each note. These notes may not be deleted. For more information on adding/viewing notes, see "Appendix C: Adding/Viewing Form Notes" on page 18.

> ✴ *Important:*
> *Access Form notes cannot be deleted.*

- **Reject Form** updates the form to a "Rejected" status. The level-two or level-three approver clicks this ad hoc task button to reject the form and remove the form from the approval process workflow. The workflow automatically sends a rejection notification with a hypertext link to view the form and rejection notes to the supervisor.

From: OnBase@uif.uillinois.edu <OnBase@uif.uillinois.edu>
Sent: Monday, October 21, 2024 1:12 PM
To: Gillespie, Tamara <tdiorio@uif.uillinois.edu>; Miller, Erin Kathleen <emill4@uif.uillinois.edu>; Morgan, Angi <morgan@uif.uillinois.edu>
Subject: The System Access Request for has been Rejected.

Hello,
The new employee System Access Request form for JANE DOE has been rejected.
Click here: https://edms.uif.uillinois.edu/appnet/docpop/docpop.aspx?docid=13768909 to review the notes attached to the document for more information on why the form was rejected. If necessary, please submit a new System Access Request form.
Thank you,
Operations (OPS)
Office of Advancement Technology Services (OATS)
University of Illinois Foundation (UIF)

Sample of a rejection notification sent to the supervisor

AIMS REVIEW

Once the form has been approved, the form is sent to AIMS to verify that all entries are accurate.

a. **Add Note** opens the Note prompt in the Inbox pane to add any notes associated with any updates. The reviewer should type the content and click **OK** to save each note. For more information on adding/viewing notes, see "Appendix C: Adding/Viewing Form Notes" on page 18.

> ✴ *Important:*
> *Access Form notes cannot be deleted.*

b. **Reviewed by AIMS** verifies that the form is accurate. The form is moved on, so final notifications can be sent.

FINAL NOTIFICATIONS

Once a form is approved, through the recognition of all signatures, final notifications are sent to the designated supervisor and either UIF Human Resources or AIMS.

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From: OnBase@uif.uillinois.edu <OnBase@uif.uillinois.edu>
Sent: Tuesday, March 12, 2024 1:12 PM
To: Morgan, Angi <morgan@uif.uillinois.edu>; Miller, Erin K. <emill4@uif.uillinois.edu>; Miller, Erin K. <emill4@uif.uillinois.edu>
Subject: New System Access Form Reviewed and Approved

Hi,

The UIF System Access Request form for **Tonja Reichert Cardot** has been reviewed and approved. The form has been routed for processing. When setup is complete, **Tonja Reichert Cardot** will receive an email with access information.

Thank you for reviewing and signing.

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University of Illinois Foundation (UIF)

Sample of a supervisor approval notification sent once the form is signed by the level-two and level-three approvers and reviewed by AIMS

If the University Affiliation value is Foundation, the approved access request form is sent in an email notification, similar to the following, to UIF Human Resources. HR attaches the document to a UIF Support ticket. If the University Affiliation value is **not** Foundation, the approved access request form is sent in an email notification, similar to the following, to AIMS for processing.

From: OnBase@uif.uillinois.edu <OnBase@uif.uillinois.edu>
Sent: Tuesday, March 12, 2024 2:38 PM
To: Miller, Erin K. <emill4@uif.uillinois.edu>; Morgan, Angi <morgan@uif.uillinois.edu>; Davis, Mike <madavis3@uif.uillinois.edu>
Subject: New System Access Request (SAR) form completed. Add to Footprints.

Hello,

A new employee System Access Request form is attached. Please update the footprints onboarding ticket for **Tonja New Tester**. The supervisor's name is **Erin Miller.**

Thank you,

Operations (OPS)
Office of Advancement Technology Services (OATS)
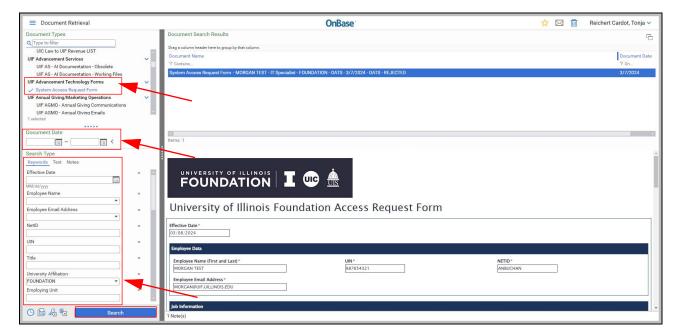University of Illinois Foundation (UIF)

Sample of the UIF Human Resources notification sent once the form is signed by the level-two and level-three approvers

The AIMS and OATS Operations departments process this approved form within a UIF Support ticket. The user will receive an email notification when access is assigned.

APPENDIX A: RETRIEVING A SYSTEM ACCESS REQUEST FORM

1. Within OnBase Web Client, select **Document Retrieval**, then select the UIF Advancement Technology Forms Document Type Group and the System Access Request Form Document Type from the list, as shown below:

2. To further narrow the search, enter specific keywords associated with a System Access Request Form (e.g., Employee Name or University Affiliation).

   ✎ *Note:*
   If you are unable to locate the form, use wildcards ** with the Employee Name field (e.g., *morg* to search for Morgan).

3. Click **Search**. The submitted forms display in the results list. Double-click on a results list entry to open the form in the display pane at the bottom of the window.

APPENDIX B: EXPANDING/COLLAPSING A FORM SECTION

1. OnBase Web Client, within *either* a new form or within an opened completed form, click within the section heading bar of a collapsed section to expand the section.

Employee Data

Sample of a collapsed System Access Request Form section

The collapsed section expands:

Job Information

| Job Title * | University Affiliation * | Employing Unit Name * |
| Site ID | Office Location * | Employment Status * |

Sample of an expanded System Access Request Form section

2. To collapse an expanded section again, click within the section heading bar to collapse the section:

Employee Data

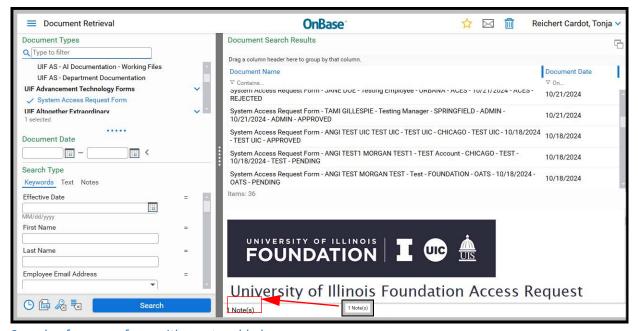*Sample of a collapsed System Access Request Form section*

The section heading bar remains, but the content is collapsed.

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APPENDIX C: ADDING/VIEWING FORM NOTES

While notes may be added during the approval process, as previously identified, you may also add them manually after the access form is approved.
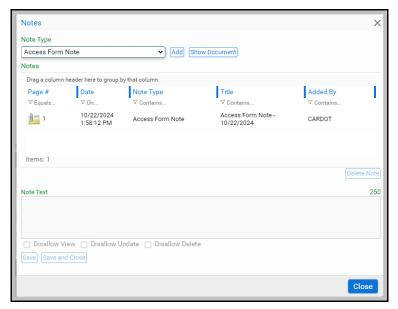
Manually Adding a Note to a Form

1. Double-click to open a form from the results list.

Sample of an open form with a note added

1. Click the **1 Note(s)** [1 Note(s)] icon at the bottom of the OnBase display pane to open the Notes window. The following screen displays:

Sample of a Notes screen

2. Select a Note Type from the drop-down list.

   ✶ Important:
   An Access Form Note may not be deleted.
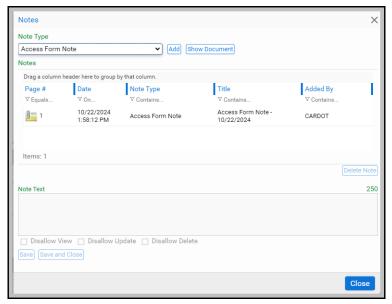
3. Click **Add** to add a note, type the note content in the Note Text field, and then click **Save** to save the note content. Repeat steps 2 and 3 for each note added.

4. Click **Close**. The 0 Note(s) count changes to 1 Note(s). All notes are saved to the form.

Viewing Form Notes

Existing form notes may be viewed from either the document retrieval results list pane or from an open form.

1. Click the **1 Note(s)** [1 Note(s)] icon at the bottom of the OnBase display pane to open the Notes window. The following screen displays:

Sample of an open Notes window

2. Click the Note ▣ icon in the list to display the selected note's content in the Note Text field.

3. Click **Close** to return to the previous screen.

APPENDIX D: VIEWING APPROVAL DETAILS

During the approval process, you may view details by accessing the History tab in OnBase.

1. Select an Access Request Form entry, right-click, and select **History** from the list. For more information on retrieving a form, see "Appendix A: Retrieving a System Access Request Form" on page 16. The AIMS and OATS Operations departments process this approved form within a UIF Support ticket. The user receives an email notification when access is assigned. The **Document History** displays the history identified for the form to view content similar to the following:

System Access Request Form - ANGI TEST1 MORGAN TEST1 - TEST Account - CHICAGO - TEST - 10/18/2024 - TEST - PENDING

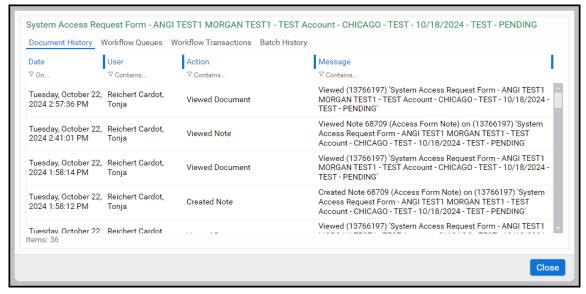| Date	User	Action	Message
Tuesday, October 22, 2024 2:57:36 PM	Reichert Cardot, Tonja	Viewed Document	Viewed (13766197) 'System Access Request Form - ANGI TEST1 MORGAN TEST1 - TEST Account - CHICAGO - TEST - 10/18/2024 - TEST - PENDING'
Tuesday, October 22, 2024 2:41:01 PM	Reichert Cardot, Tonja	Viewed Note	Viewed Note 68709 (Access Form Note) on (13766197) 'System Access Request Form - ANGI TEST1 MORGAN TEST1 - TEST Account - CHICAGO - TEST - 10/18/2024 - TEST - PENDING'
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