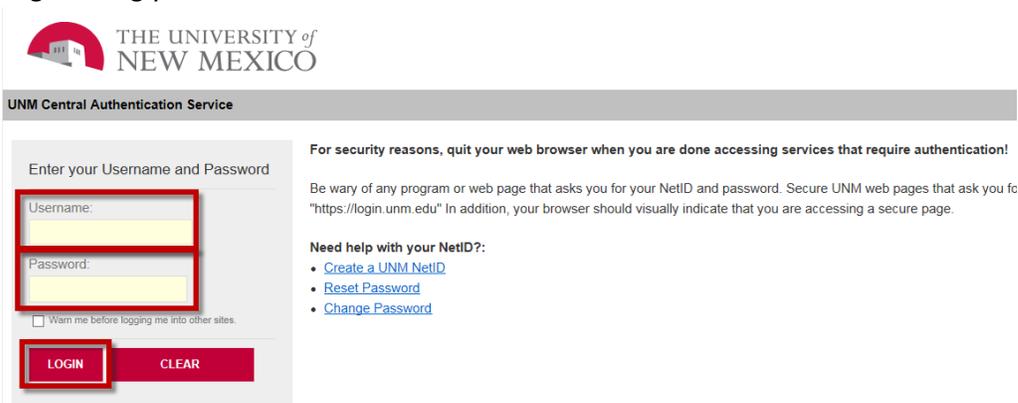


FAMIS Access Instructions (UNM Banner Authorization Request - BAR)

- 1) Open up your web browser and type in the URL <https://bar.unm.edu/>
- 2) Log-In using your UNM NetID and Password



THE UNIVERSITY of NEW MEXICO

UNM Central Authentication Service

For security reasons, quit your web browser when you are done accessing services that require authentication!

Be wary of any program or web page that asks you for your NetID and password. Secure UNM web pages that ask you for "https://login.unm.edu" In addition, your browser should visually indicate that you are accessing a secure page.

Need help with your NetID?:

- [Create a UNM NetID](#)
- [Reset Password](#)
- [Change Password](#)

Enter your Username and Password

Username:

Password:

Warn me before logging me into other sites.

LOGIN **CLEAR**

- 3) Click Search Roles



Banner Authorization Request System

Home | Edit Request | Roles By Function | Roles By Name | Roles By Org | **Search Roles** | My Training | My Requests | Help | Logout

Welcome to the Banner Authorization Request System

- 4) In the search prompt type FAMIS and click the SEARCH button



BAR

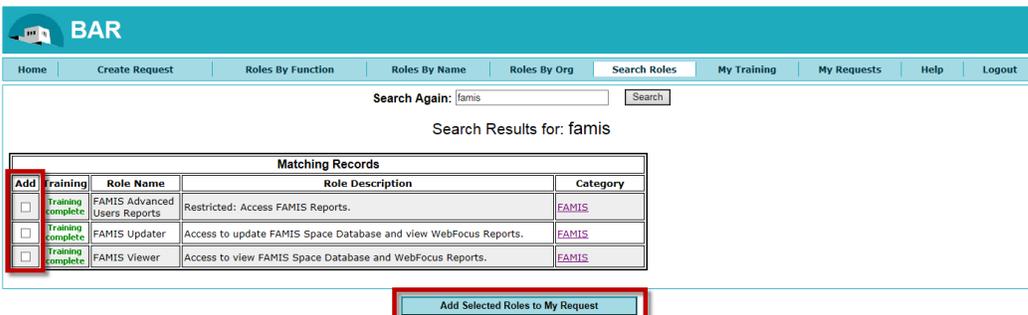
Home | Edit Request | Roles By Function | Roles By Name | Roles By Org | **Search Roles** | My Training | My Requests | Help | Logout

Search Roles

Enter a word or phrase to search for:

- 5) Under Matching Records in the Add column, Click the Check Box for the role(s) needed.

Once selected click the "Add Selected Roles to My Request".



BAR

Home | Create Request | Roles By Function | Roles By Name | Roles By Org | **Search Roles** | My Training | My Requests | Help | Logout

Search Again:

Search Results for: famis

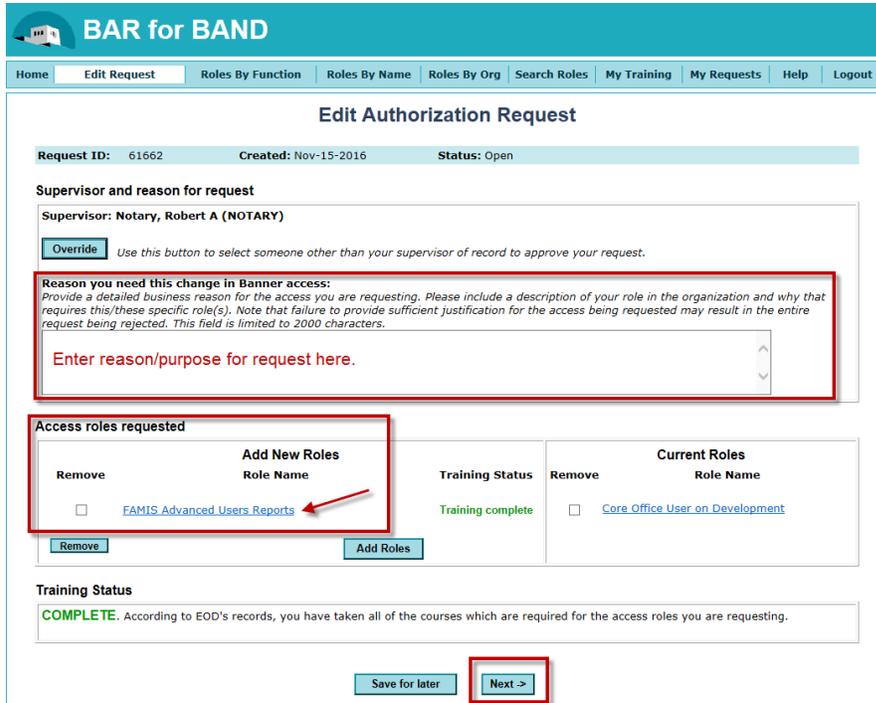
Add	Training	Role Name	Role Description	Category
<input type="checkbox"/>	Training complete	FAMIS Advanced Users Reports	Restricted: Access FAMIS Reports.	FAMIS
<input type="checkbox"/>	Training complete	FAMIS Updater	Access to update FAMIS Space Database and view WebFocus Reports.	FAMIS
<input type="checkbox"/>	Training complete	FAMIS Viewer	Access to view FAMIS Space Database and WebFocus Reports.	FAMIS

Add Selected Roles to My Request

- 6) Type in the reason for your request to access FAMIS in the empty box under “Reason you need this change in Banner access”.

Verify the “Access roles requested”.

Click the “Next” button.



BAR for BAND

Home Edit Request Roles By Function Roles By Name Roles By Org Search Roles My Training My Requests Help Logout

Edit Authorization Request

Request ID: 61662 Created: Nov-15-2016 Status: Open

Supervisor and reason for request

Supervisor: Notary, Robert A (NOTARY)

Override Use this button to select someone other than your supervisor of record to approve your request.

Reason you need this change in Banner access:
Provide a detailed business reason for the access you are requesting. Please include a description of your role in the organization and why that requires this/these specific role(s). Note that failure to provide sufficient justification for the access being requested may result in the entire request being rejected. This field is limited to 2000 characters.

Enter reason/purpose for request here.

Access roles requested

Remove	Add New Roles Role Name	Training Status	Remove	Current Roles Role Name
<input type="checkbox"/>	FAMIS Advanced Users Reports	Training complete	<input type="checkbox"/>	Core Office User on Development

Training Status

COMPLETE. According to EOD's records, you have taken all of the courses which are required for the access roles you are requesting.

Save for later Next ->

- 7) Review the request for accuracy. Click “Submit Request”.

BAR for BAND

Home | **Edit Request** | Roles By Function | Roles By Name | Roles By Org | Search Roles | My Training | My Requests | Help | Logout

Review request before submitting

Request ID: 61727
Status: Open

Request created: Nov-17-2016
Last accessed: Nov-17-2016

Supervisor and business reason for request
 Supervisor's netID: NOTARY (Notary, Robert A)
 Reason you need this change in Banner access: Since I manage and develop the FAMIS Space Database I need access to the FAMIS Database and its webfocus reports

Approvals Phase 1: Supervisor review of request
 You have not submitted this request.

Access role(s) and actions requested

Action Requested	Role Name	Training Status
Add	FAMIS Advanced Users Reports	<input checked="" type="checkbox"/>
Retain	Core Office User on Development	<input checked="" type="checkbox"/>

Training Status
COMPLETE. According to EOD's records, you have taken all of the courses which are required for the access roles you are requesting.

Notice of user responsibility: By submitting this request I certify that I have a justified business need for the access to UNM data that I am requesting, that I will only use the access as it relates to my business needs, and that I am responsible for requesting the removal of these privileges if my job responsibilities change.

<- Back | Withdraw Request | Save Request | **Submit Request**

8) You should then see the "Submitted Authorization Request" screen with your request.

BAR for BAND

Home | **View Request** | Roles By Function | Roles By Name | Roles By Org | Search Roles | My Training | My Requests | Help | Logout

Submitted Authorization Request

Your Banner Authorization Request has been submitted. Your supervisor will be notified and you will receive an email confirming that the submission has been routed for approval.

If your supervisor approves the request, it is then sent to the approvers for each of the roles you have requested. When all of the individual roles have been reviewed the results are recorded in the system and the changes are made to your access. You will receive an email once the changes have been made in the system.

You can check the status of your request at any time by clicking on the [My Requests](#) menu item above.

Request ID: 61727
Status: Awaiting Supervisor Approval

Request created: Nov-17-2016
Last accessed: Nov-17-2016

Supervisor and business reason for request
 Supervisor's netID: NOTARY (Notary, Robert A)
 Reason you need this change in Banner access: Since I manage and develop the FAMIS Space Database I need access to the FAMIS Database and its webfocus reports

Approvals Phase 1: Supervisor review of request
 Your supervisor is reviewing this request and can update you on its status.

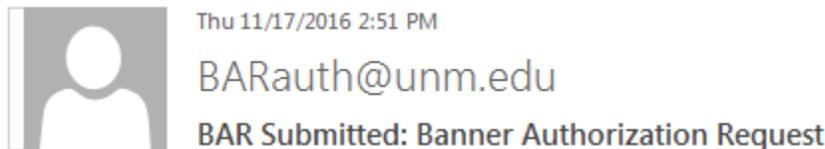
Access role(s) and actions requested

Action Requested	Role Name	Approval Status
Add	FAMIS Advanced Users Reports	Awaiting Role Approval
Retain	Core Office User on Development	Awaiting Role Approval

Supervisor and Role Steward Comments:
 (There are no approver comments for this request yet.)

Withdraw this request

9) You will receive an email from BARauth@unm.edu with your request information.



Your Banner Authorization Request has been submitted as defined below. It is now waiting on your supervisor's approval. An email will be sent to you when your supervisor has reviewed and acted on the request.

If approved by your supervisor, it will be directed to the appropriate administrative authorities for review and action. A final email will be sent to you when the request has been completely reviewed and acted on.

10) You can review your request by going to the BAR and clicking on “My Requests”.



BAR for BAND

Home | View Request | Roles By Function | Roles By Name | Roles By Org | Search Roles | My Training | **My Requests** | Help | Logout

My Authorization Request History

Request Number	Date Created	Date Last Accessed	Request Status	Status Date
61727	17-Nov-2016	17-Nov-2016	Awaiting Supervisor Approval	17-Nov-2016