

# Requesting Roles in TMS or EPAF Access

## Go to the Help Desk at bsu.edu (use Search field)

### 1. Click on "Request Services":

**Request Services**  
Explore the catalog for services, software, access, and new items

**Knowledge Base**  
Find self-help resources to troubleshoot problems or answer questions

**Report an Issue**  
Contact the HelpDesk to let us know that something is broken or to get help with a problem

**Chat w/HelpDesk**  
Technology HelpDesk chat support is available weekdays 9am - 4:30pm Eastern Time (For password resets, please call)

**Chat w/Ball State Information**  
BSU Information (non-technical) chat support is available weekdays from 9am - 4:30pm Eastern Time

### 2. Click on "Security Access":

**Security Access**

Accounts & ID

Applications

Calendar & Email

Communications

Compliance & Security

Computers, Mobile Devices, & Printers

Conferencing & Office Phones

Consulting & Training

CRQ - Change Request

Enterprise Servers & Backup, BOX, UC4

Network

Project Requests

ServiceNow Support

### 3. At the bottom of the page click on “Show More”:

The screenshot shows a web interface for requesting security access. On the left is a sidebar with a 'Categories' menu. The main content area is titled 'Security Access' and contains a grid of nine request cards. Each card has a title, a brief description, and a 'View Details' button. The 'Security Access' title and the 'Show More' button at the bottom center are highlighted in yellow.

Category	Request Title	Description
Advancement	Request security access to Advancement.	
Argos	Request security access to Argos.	
Banner - Accounts Receivable	Access to view or make data entries on student or non-student accounts billed by Bursar or access to Grants Billing.	
Banner - Human Resources	Request security access to Banner Human Resources and Effort Certification.	
Banner - Finance	Access to create or approve Journal vouchers and to review financial transactions in application navigator or SSB.	
Banner - Financial Aid	Request security access to Banner Financial Aid.	
Banner - Student	Request security access to Banner Student	
BDMS	Request security access to BDMS.	
CASHNet	Access to make Departmental Deposits or view eBill. *For eMarket access contact Bursar at 5-8454.	

### 4. Select “Human Resources – TMS and EPAF Access”:

This screenshot shows a similar 'Security Access' page, but with a different set of request cards. The 'Human Resources - TMS & EPAF' card is highlighted in yellow. The page shows 18 of 27 items, with a 'Show More' button at the bottom.

Request Title	Description
Database Access	Request Database Access
Direct Table Access	Request Direct Table Access
Enterprise Servers	Request security access to Enterprise Servers
ePrint - Payroll Distribution ...	Request security access to ePrint.
<b>Human Resources - TMS &amp; E...</b>	Request security access to Human Resources TMS and EPAF
IT Operations System Check...	Request Security Access to Multiple Systems for Operations Staff
Kronos	Request security access to Kronos.
Pinnacle	Request security access to Pinnacle.
R25	Request security access to R25.

- **The form that is generated automatically enters your name, department, phone, email and supervisor.**
- **If you are completing the form on behalf of someone else, you will need to change that information.**
- **Select the roles that are being requested and submit the form. When IT has established access, you will receive an email notification.**