



Processes and Procedures

Access Request for Enterprise Performance Management

TYPE	Process
ID	WYOPNP-1
Title	Access Request – Enterprise Performance Management
Version	1.0
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Purpose:

WyoCloud Enterprise Performance Management (EPM) is used to build budgets by budget managers across campus. This document outlines the process of requesting campus user access to this system.

Scope:

Access is limited to a single budget manager in each area.

Once access is approved, the budget manager must complete the Enterprise Performance Management online training, which will be assigned upon approval.

Summary:

Requests for access or to change access a Service Request ticket must be submitted.

More information about the budgeting process can be found in the knowledge base under WyoCloud > [Enterprise Performance Management](#).

Details:

Part I: UW Business Manager Submits [Service Request](#)

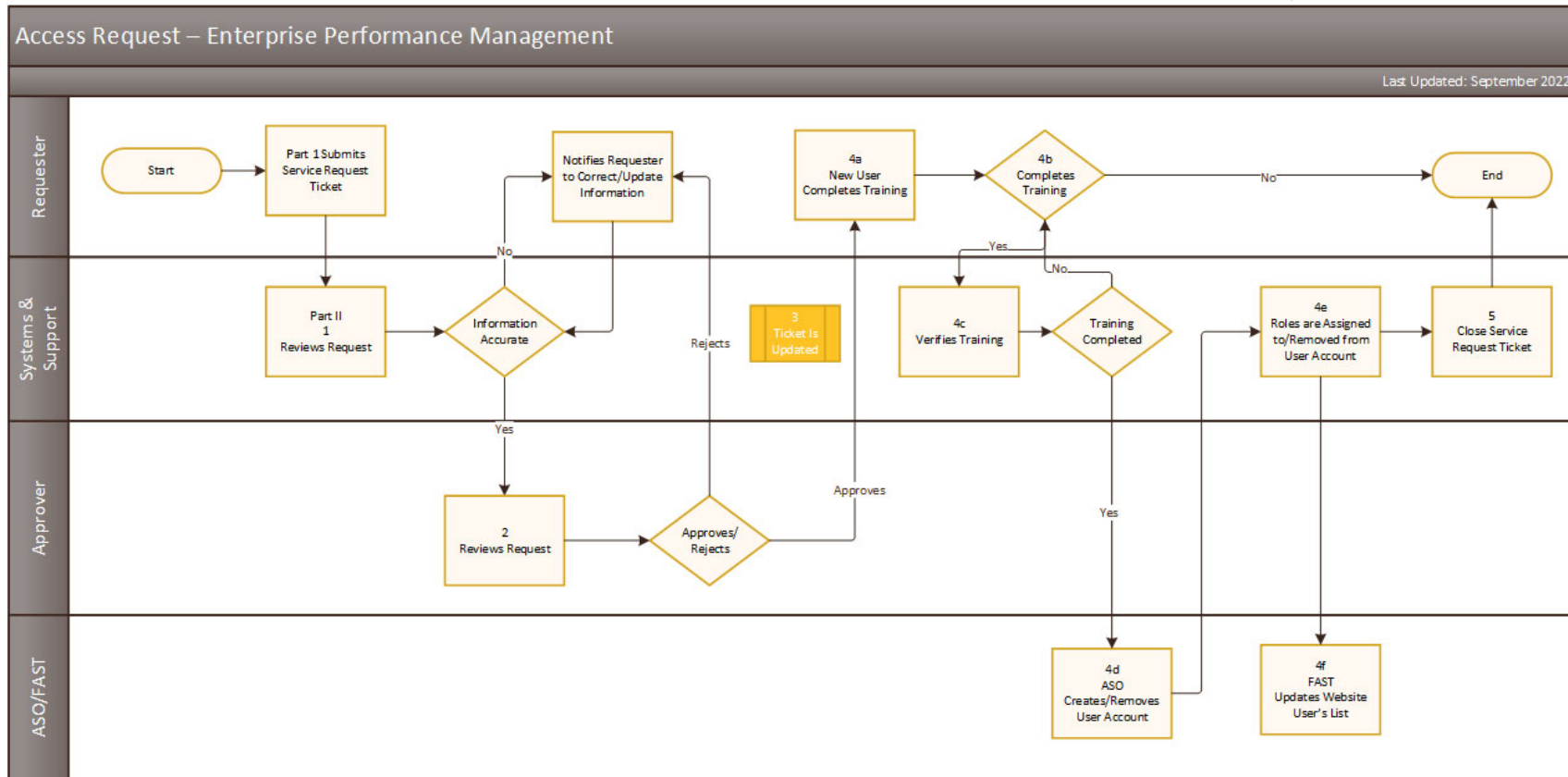
Access to WyoCloud Enterprise Performance Management

1. Requestor*
 - a. Defaults to user
2. Department of the Requestor*
 - a. Defaults to Department of the Requestor
3. Subdivision/Organization/Department*
 - a. Examples: Financial Affairs Subdivision or Systems & Institutional Effectiveness
4. Type of Request*
 - a. New Access
 - b. Change Access
 - c. Remove Access
 - d. Other
5. Requested Effective Start Date*

Part II: Review/Approval/Change Process

1. Request is received by the WyoCloud Systems & Support Team
 - a. The request is reviewed to ensure information is correct
 - b. The request is then routed for internal approval
2. Request is reviewed and approved/rejected by the Senior Director of Systems & Business Optimizations
 - a. The Budget Office will review and validate the request
3. The service request ticket is updated to notify the requestor of the outcome
4. If approved
 - a. The new EPM user will need to complete the Enterprise Performance Management training
 - b. The new EPM user will need to update the service request ticket indicating the training is complete and include the date the training was completed by replying to the service ticket email.
 - c. The WyoCloud support tech will verify the completion of the training and assign the service ticket to the Application Security Office
 - d. The Application Security Office will create/remove the user account and assign the service ticket to the WyoCloud Financial BAs
 - e. The WyoCloud support tech will assign the user the appropriate role
 - f. The User's List spreadsheet is updated and posted to the website
5. The service request ticket is closed

Diagram:



Notes:

1. Approver is the Senior Director of Systems & Business Optimization
The Budget Office will review and validate the request
2. ASO/FAST is the Application Security Office/Financial Affairs Support Team