

CampS: Request Access (Administrative Support)

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To have access to MyBlugold CampS and Data Warehouse functions, you must submit a request. This document will detail the steps to submit a request via the BPLogix eForm server, submit another form, and track the progress on your submitted form(s).


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Submitting an Access Request Form

1. Navigate to the [eForm login](#) page.

The *Workflow Director Login* web page appears.



The screenshot shows the login interface for the eForm system. At the top left is the University of Wisconsin Eau Claire logo. To its right, the text reads 'UNIVERSITY of WISCONSIN EAU CLAIRE'. Below this, the URL 'eform1.uwec.edu' is displayed on the left and 'Version 2.24' on the right. The main area contains two text input fields: 'User ID' and 'Password'. Below the 'Password' field is a 'Login' button with a green checkmark icon.

2. Type in your UW-Eau Claire username and password.
3. Click **Login**.

The *eform1* web page appears.

4. From the *Select appropriate department for starting a NEW eForm* pull-down menu, select **Learning and Technology Services (LTS)**.

The *Locate Department Forms* list appears.

5. Select **MyBlugold CampS Access Request**.

A confirmation dialog box appears.

6. Click **Ok**.

A *BP Logix eForm* web page appears.

NOTE: The shaded fields are required.

Access Information	
Name:	<input type="text"/>
Department:	<input type="text"/>
User Name:	<input type="text"/>
Position/Job Function:	<input type="text"/>
CampusID:	<input type="text"/>
Work Phone Number:	<input type="text"/>
<input type="radio"/> Employee <input type="radio"/> Student Employee <input type="radio"/> Other	

Access Requested:

Copy Existing User Access: (If applicable, list the details of another employee with MyBugold CampS and/or Data Warehouse access this request should mirror. If a modification is necessary, please include details.)

Define Specific Access: (If this request is not a copy of an existing user please indicate setup that should be included. Specify Add, Change, or Delete for each Template ID, Role, or Group)

MyBugold CampS Access	Please Choose
Date Needed By:	<input type="text"/>
Data Warehouse Access	Please Choose
Date Needed By:	<input type="text"/>

Training:

Access will NOT be given until training in MyBugold CampS Fundamentals and business processes have been completed or arranged. Data Warehouse training will be arranged when access is granted.

Employee has completed Web-based Self-Study of Training Fundamentals OR has completed or scheduled In-Class Fundamentals Training

Training for Department Business Processes and Policies will be provided

My signature below certifies that the above named employee has completed the Data Confidentiality Form and requires access to data in the Campus Solutions system because such data is relevant and necessary in the ordinary course of performing his/her job duties.

Comments

7. In the *Access Information* section, click the ellipsis button. 

NOTE: Looking up your user ID this way will automatically fill some fields.

The *User Chooser* dialog box appears.

8. In the *Enter a search string to filter out items* text box, type the last name of the person for whom you are requesting access.

9. Click **Go**.

The scroll list will refresh and display matches.

10. Select the last name of the person for whom you are requesting access.

NOTE: The name is selected when highlighted in dark blue and a checkmark appears next to it.

11. Click **Ok**.

The *User Chooser* dialog box closes.

12. In the *Access Information* group, finish entering any other required information that was not entered automatically.

13. In the *Access Requested* section, select the desired options.

*NOTE: You have the choice of what access to request and the way in which you request that access. If you are not sure what is needed, put a note describing what you need in the *Special Instructions* text box, and you will be contacted if there are questions.*

Access Requested:	
Copy Existing User Access: (If applicable, list the details of another employee with MyBlugold CampS and/or Data Warehouse access this request should mirror. If a modification is necessary, please include details.)	
Define Specific Access: (If this request is not a copy of an existing user please indicate setup that should be included. Specify Add, Change, or Delete for each Template ID, Role, or Group)	
MyBlugold CampS Access	Please Choose <input type="text"/>
Date Needed By:	<input type="text"/>
Data Warehouse Access	Please Choose <input type="text"/>
Date Needed By:	<input type="text"/>

- For MyBlugold CampS access, choose from the list (none, copy existing myblugold camps access, or define myblugold camps access).
- For Data Warehouse access, choose from the list (none, copy data warehouse access, or define data warehouse access).
- Depending on your choices for *Access Requested*, more fields may appear on the form.

NOTES:

If you choose to Copy Existing Access please click the ellipsis button to choose an existing person with the appropriate access. Use the Modification Details box to describe any differences in the access or any special instructions. (This box can also be used to indicate the person's name if it cannot be found on the list.)

If you choose to Define User Access please describe the access needed, usually by Template ID, Roles or Data Warehouse Groups. If you do not know the specifics, just describe your needs, and you will be contacted if there are questions.

- In the *Training* group, select the appropriate options.

NOTE: This section is primarily present as a reminder that training in fundamentals and business processes must be arranged before access will be granted. You will not be allowed to submit the form without this being arranged (and the boxes checked).

- Click **Submit Request**.

Your access request form has been submitted.

Submitting Another Form

If you want to fill out another eForm, you must first reset the *Select Appropriate Department for Starting a NEW eForm* section.

- From the *Select Appropriate Department for Starting a NEW eForm* pull-down menu, select **Select Dept.**
The section resets.
- From the *Select Appropriate Department for Starting a NEW eForm* pull-down menu, select **Learning and Technology Services (LTS)**.

The *Locate Department Forms* list appears. You can now fill out any other eForms you need.

Tracking the Progress on Your Submitted eForm(s)

You can keep track of the progress on any of the eForms you have submitted several different ways.

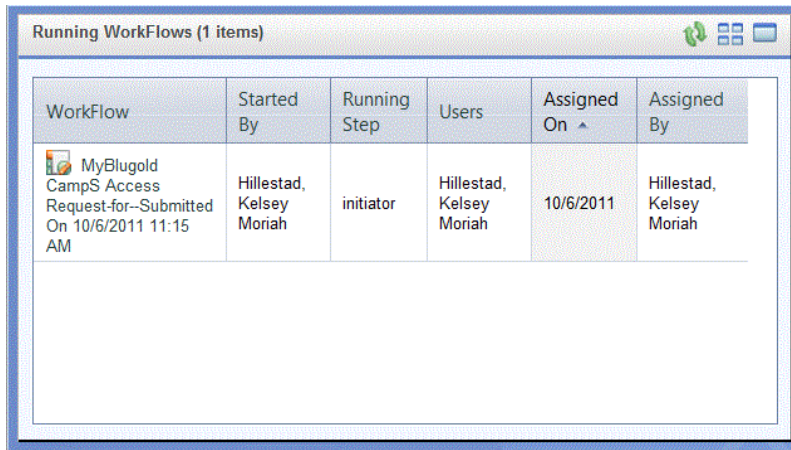
- Check your email.


NOTE: When a request has been finalized, you will receive an e-mail notification.

OR

- In the *Running Workflows* menu, click the **Refresh** button. 

The menu will refresh, showing a list of eForms submitted, the current step each is at, and who is responsible for each.

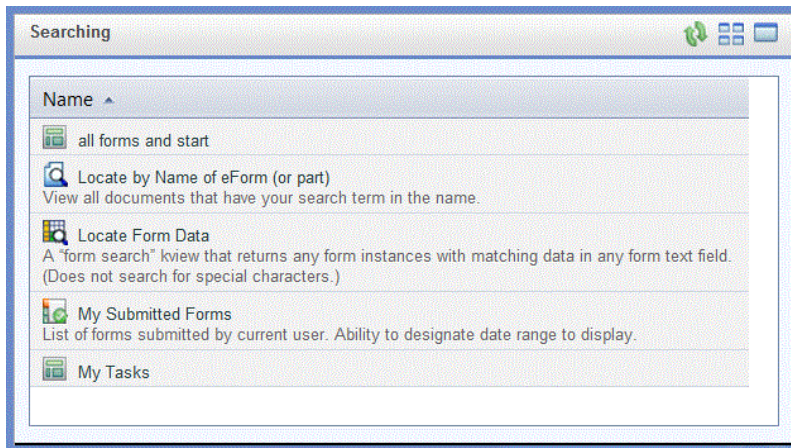







Workflow	Started By	Running Step	Users	Assigned On ^	Assigned By
 MyBlugold CampS Access Request-for-Submitted On 10/6/2011 11:15 AM	Hillestad, Kelsey Moriah	initiator	Hillestad, Kelsey Moriah	10/6/2011	Hillestad, Kelsey Moriah

OR


- From the *Searching* section, in the *Name* list, select **My Submitted Forms**. 

The *My Submitted Forms* web page appears.



Name ^
 all forms and start
 Locate by Name of eForm (or part) View all documents that have your search term in the name.
 Locate Form Data A "form search" view that returns any form instances with matching data in any form text field. (Does not search for special characters.)
 My Submitted Forms List of forms submitted by current user. Ability to designate date range to display.
 My Tasks

- Using the *Create Date* text boxes, enter a range of time that encompasses the forms for which you would like to track progress (e.g., Enter 1/1/2010 and 2/1/2010).

*HINT: If you wish to select dates from a calendar popup, click the **Calendar Popup** button .*

- Click **Locate**.

The *My Submitted Forms* web page refreshes to show any forms addressed, along with the current step each is on, within the range of time specified.
