Filling Out the CAR Form for OnBase Access

1. Go to http://itsforms.niu.edu

2. Select Computer Access Resources (CAR)

   Computing Access Resources (CAR): Account Management, MyNIU, Financial Management System (FMS), Human Resources Information System (HRIS), OnBase, Blackboard Community or Content System requests, NIU NT Group Membership, Printer Agent Set-up, Streaming Media Hosting, Visual Studio, Web Publishing and Domain Name Request, Z-ID

3. Use drop down menu under "Select Account Type for service requested" to choose appropriately. (Usually Faculty/Staff Account)

   Select Account Type for service requested
   - Faculty / Staff Account

4. Click the OnBase radio button and click Continue.

5. Access is granted only after FERPA training is completed. If FERPA training has not been completed, click on “Take the FERPA Tutorial now” to take the online course before submitting the request.

   Did the person needing access complete the FERPA training?
   - No
     Take the FERPA Tutorial now

   Select Yes if FERPA training has been completed and click Continue.

6. Select the appropriate OnBase “Add Access” and click Continue.

   - Add Access to Academic Student Documents for OnBase
   - View Academic Student Documents. Read-only security access.
   - Add Access to Process Graduate Decision Sheet for OnBase
   - Record information on the Graduate Decision Sheet.
   - Remove Access to Academic Student Documents for OnBase
   - Remove Access to Process Graduate Decision Sheet for OnBase
7. Enter the AccountID for the person needing access in the “Who needs access (AccountID)?” field.

[Who needs access (AccountID)?: ]  [Look Up]

8. When adding access to **Process Graduate Decision Sheet** only, you have the option to provide the name of a current or previous OnBase user. This allows the OnBase team to match department access permissions.

[Set Access Equal To...]
Identify a current or previous user that this request should match regarding access permissions. Provide this user's AccountID or name.

(Optional) [ ]

9. In the Comments section, please type: **Example:** I attended OnBase Retrieval Training on January 20, 2011. (Please specify your date of training and course name)

[Comments (Optional)]

I attended OnBase Retrieval training on January 20th, 2011.

10. Enter the requestor Account ID. If you are filling this request out for yourself you will put your AccountID in this field.

[Requestor AccountID: ]  [Look Up]

11. Select the Next button

[Next ->]

12. Confirmation Page: Please review request information. Use the back button to make any necessary changes.

13. If you are satisfied with the information displayed, click the SUBMIT button.

[Submit ->]

14. Login to GroupWise Web Access and verify that the request was submitted successfully.