Instructions for the OnBase HR Systems Security Access Request Process

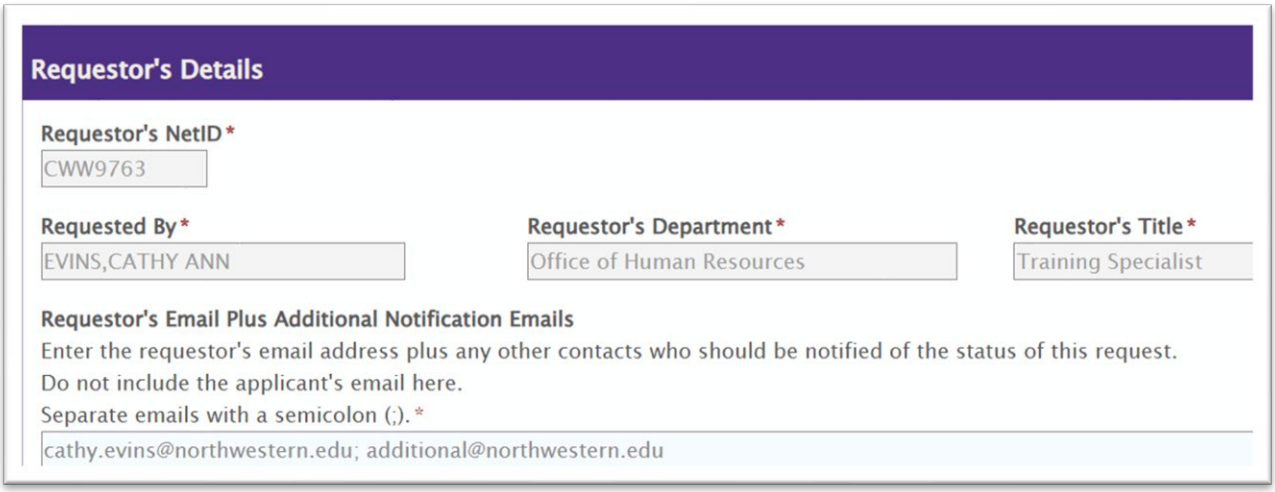
- Request
- Approve
- Training
- Request Process by HR Team
- Notifications

Request:

Start a new request using this link: OnBase HR Security Access Request Form.

Requestor's NetID, Requested By, **Requestor's Email**, **Requestor's Department**, and **Requestor's Title** will auto-populate

If needed, enter additional email addresses into the **Emails** box. These email addresses will receive the same notifications as the Requestor. Separate multiple emails with semicolons.



In the **Applicant's Details** area, complete the following fields:

- Enter **Applicant's EmplID**. Hit Tab. **Applicant's First Name** and **Applicant's Last Name** will populate.
- Enter **Applicant's NetID, Job Title, Email Address,** and **HR DeptID**
    - **For HR DeptID**: enter the 6 digit HR department ID in which the Applicant works. Alternatively, use the **Department Name** pulldown menu to select the department name and then click the **Lookup DeptID** button to find the corresponding department ID. The school / unit approver for the request will be assigned based on the HR DeptID entered here.

In the **Request Type** area, choose request type of **New**, **Add**, **Replace**, or **Remove.**

In **myHR Department ID Access and Grad Student Record Access** area, list all Dept IDs that the applicant needs access to within myHR to view or update data. If access to all graduate student records is needed, check the checkbox.

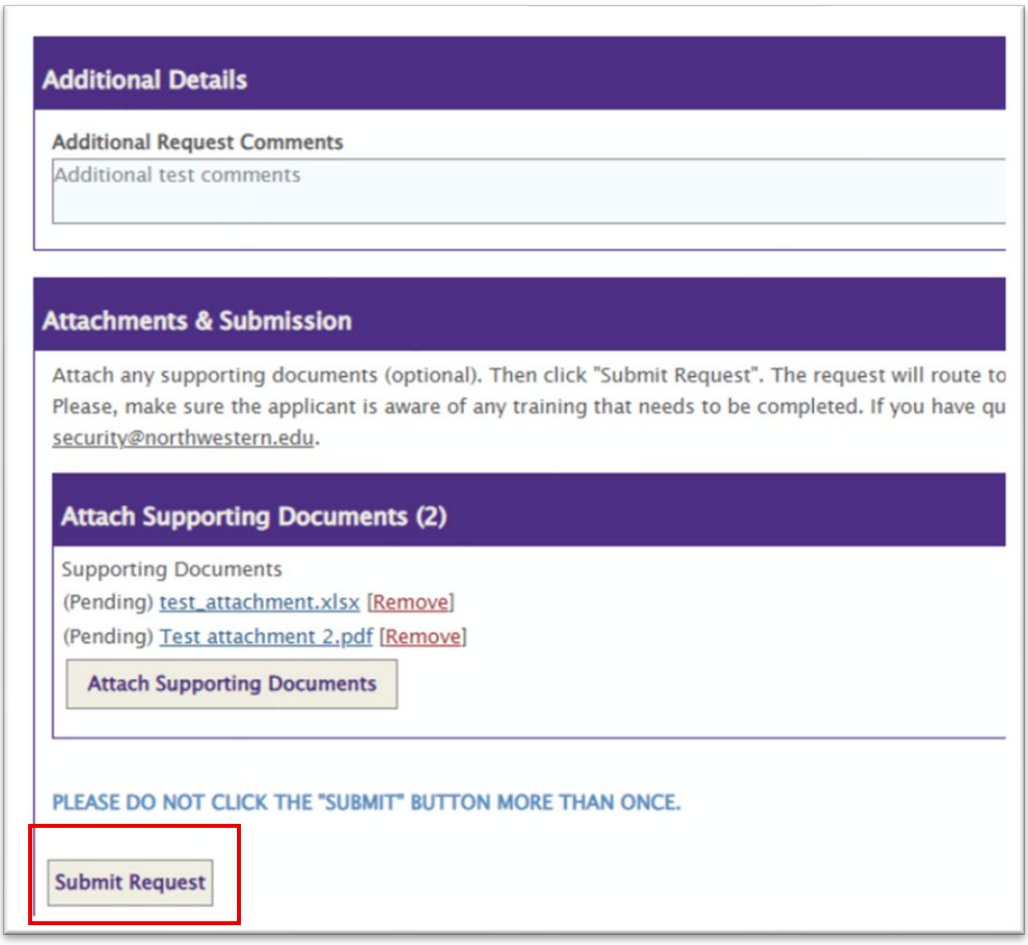
> For access to all nodes in a Dept ID, list only the first four digits. Alternatively, provide the first name, last name, and NetID to copy that employee's Dept ID access. Note: *this will only copy the Dept ID access of the person listed. The specific roles needed must be selected below.*

In the **myHR Administration**, **HR Cognos BI Reporting**, **I-9 Service Center**, **OnBase workflow approver**, and **Workforce Power User** sections, select each specific role needed using the checkboxes.

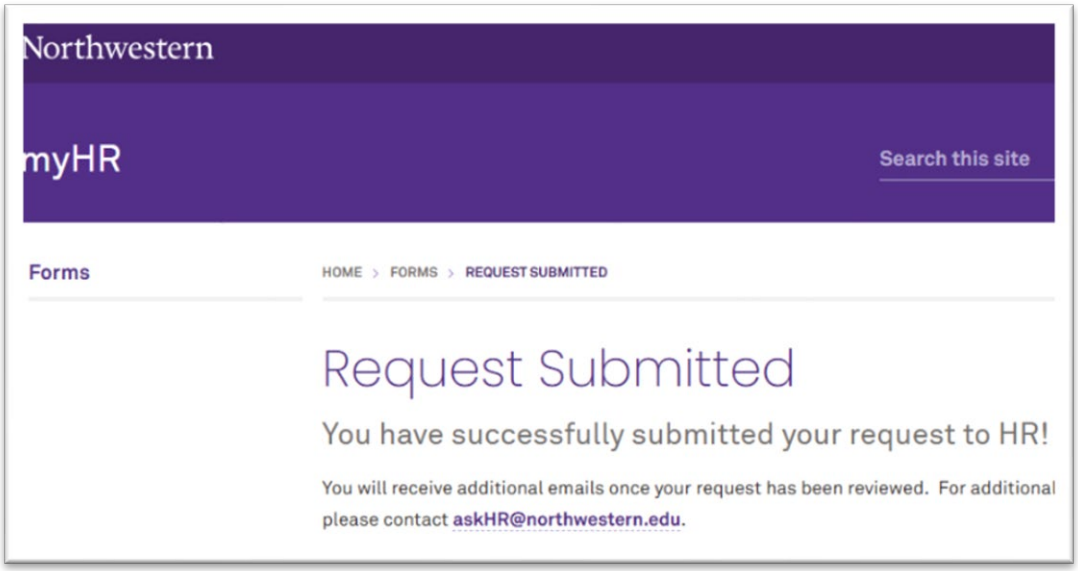
> To see what roles and dept access a current employee has, run Security reports in Reports Dashboard (see **myHR Access** job aid). Enter DeptIDs for I-9 Service Center, OnBase Approver, and Workforce Power User if different from myHR DeptID access requested above.

Optional: **Additional Request Comments** and **Attach Supporting Documents**.

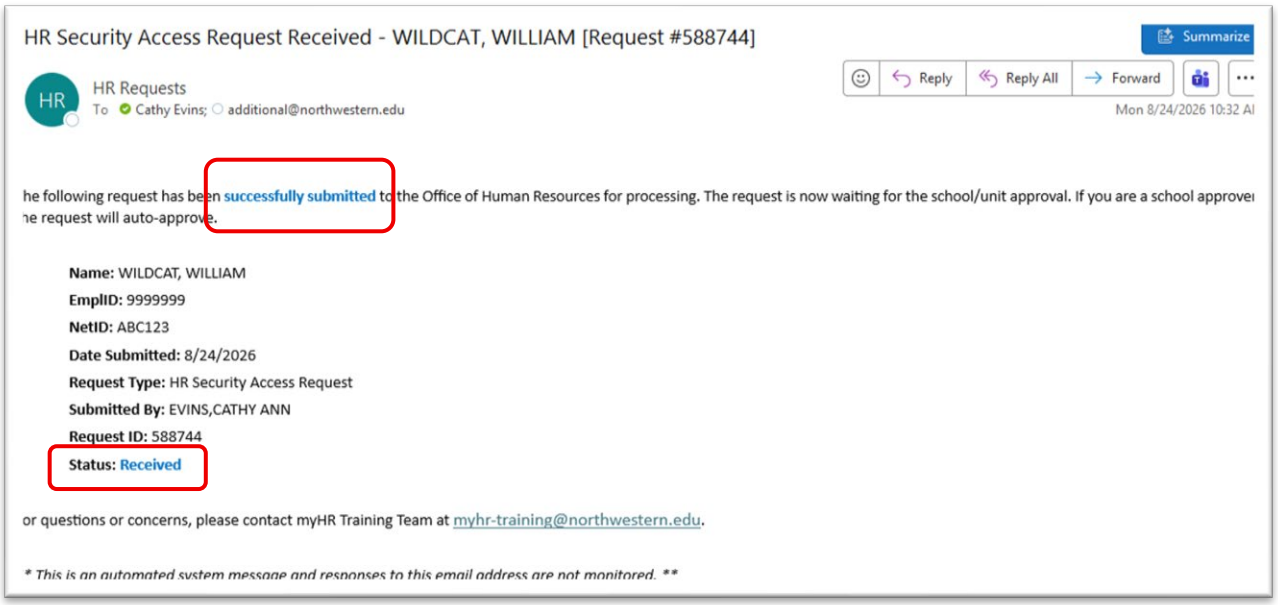
When finished with the selections on the form, click **Submit Request**.



After you submit, you will be redirected to a web page that acknowledges the submission.



Within a few minutes, the Requester (and any Additional email addresses entered) will receive an email acknowledging the request submission.


HR Security Access Request Received - WILDCAT, WILLIAM [Request #588744]

Summarize

HR Requests

To Cathy Evins; additional@northwestern.edu

Reply Reply All Forward

Mon 8/24/2026 10:32 AI

he following request has been successfully submitted to the Office of Human Resources for processing. The request is now waiting for the school/unit approval. If you are a school approver ne request will auto-approve.

Name: WILDCAT, WILLIAM
EmplID: 9999999
NetID: ABC123
Date Submitted: 8/24/2026
Request Type: HR Security Access Request
Submitted By: EVINS,CATHY ANN
Request ID: 588744
Status: Received

or questions or concerns, please contact myHR Training Team at myhr-training@northwestern.edu.

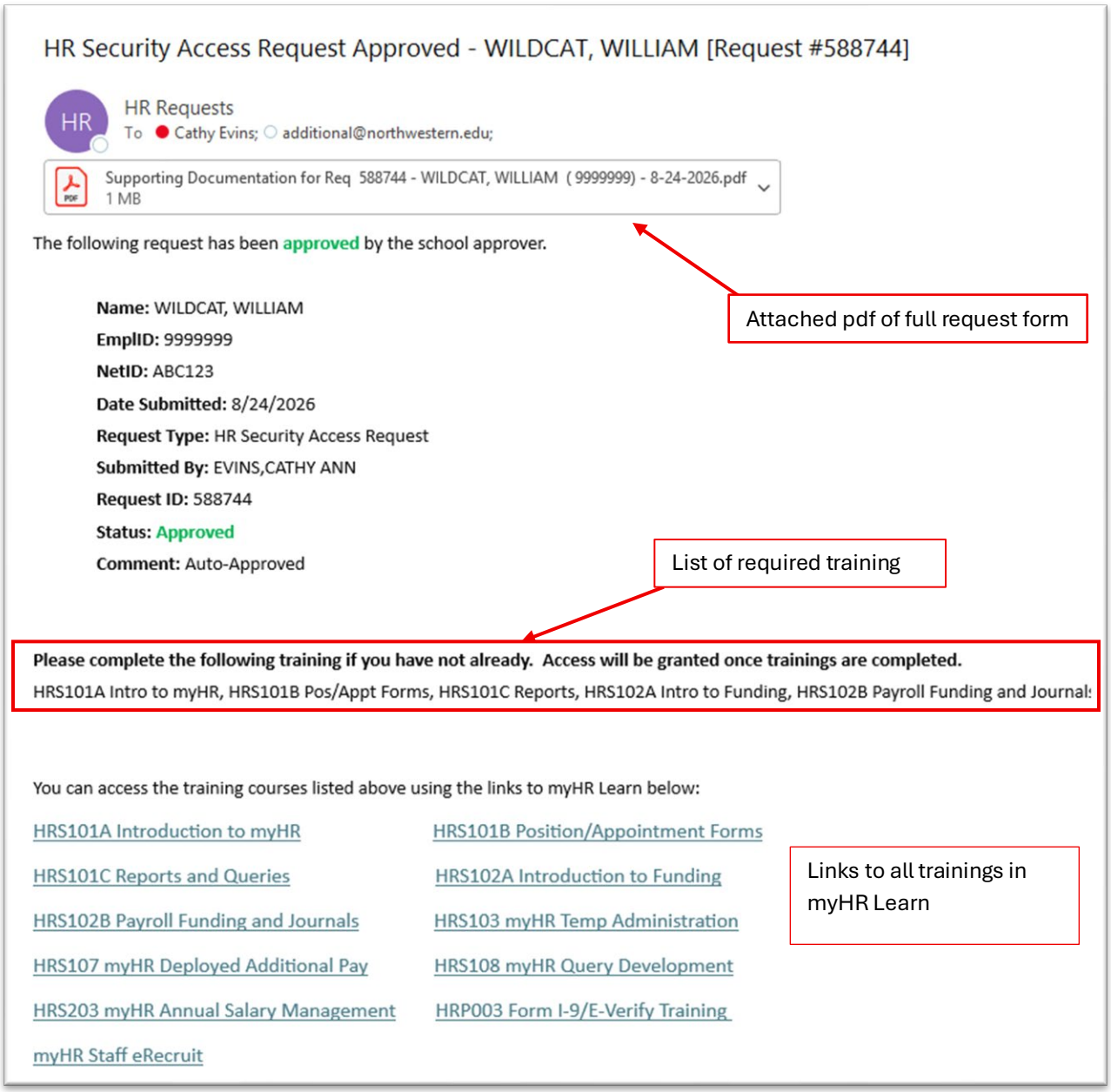
** This is an automated system message and responses to this email address are not monitored. ***

Approval:

Request is then sent to **School/Unit Approver** (see **Request Approver** job aid) to review and approve or reject. Approver can:

- **Approve** without changes or comment
- Make changes to request then **Approve with Comment**
- **Reject** request

If approved, the **Requestor** and the **Applicant** receive a notification email. The email includes an attached pdf version of the completed approved form, as well as the list of training courses required for the roles requested for a **New** or **Add** request and any comments from Approver.



Training:

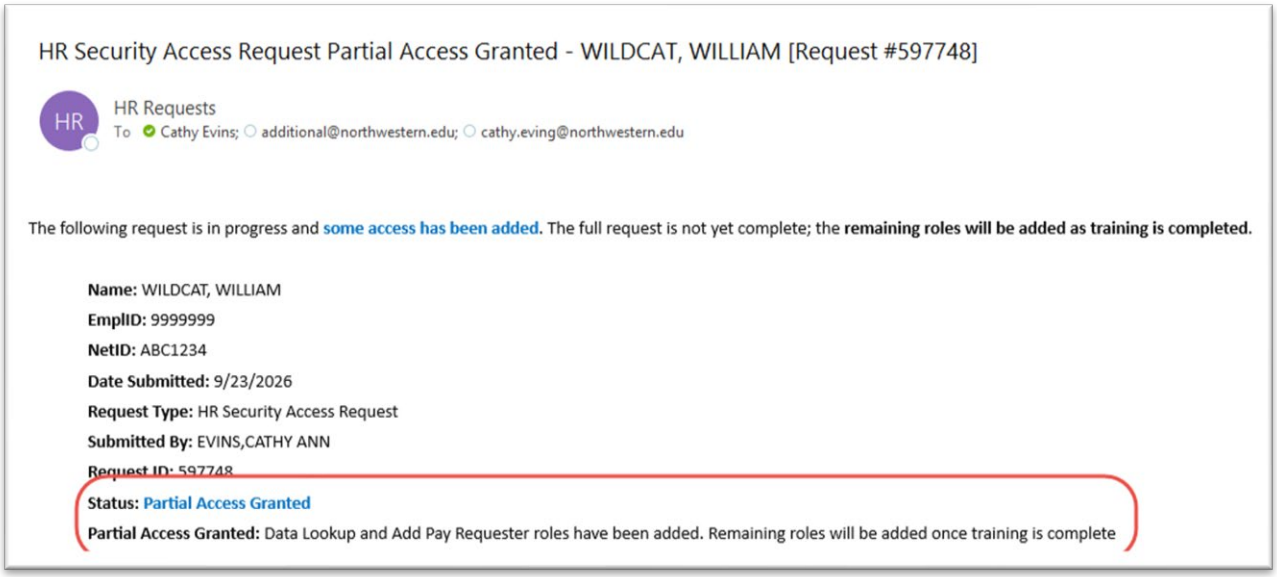
Training requirements are shown on right side of the Request Form and listed in the Email to the Applicant. Links to myHR Learn training courses are at the bottom of the email. Some trainings are on-demand, video trainings and others are instructor-led classes.

Training can be completed before or after the request has been submitted. Once both training is done and request has been approved and received by HR Team, access and roles will be added.

Request Processing by HR Team:

Once approved, the HR Training and HR Security teams review the request and check whether Applicant has completed any required training. If all training is completed, then all access and roles are granted. If only some training is completed, then the Applicant will be given security access and roles based on completed training. Emails are sent to the requestor and the applicant as access is granted.

Notification if some but not all roles added:

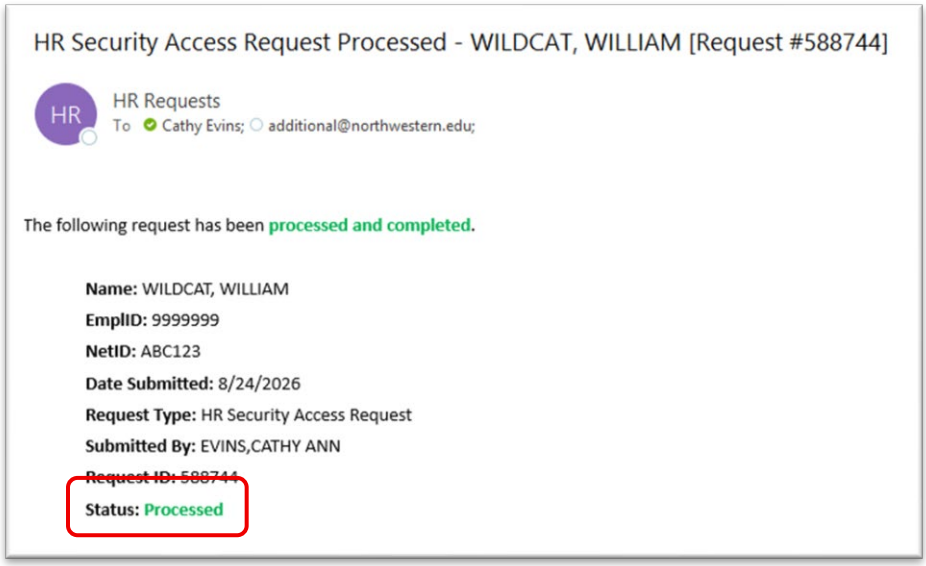

HR Security Access Request Partial Access Granted - WILDCAT, WILLIAM [Request #597748]

HR Requests
To Cathy Evins; additional@northwestern.edu; cathy.eving@northwestern.edu

The following request is in progress and some access has been added. The full request is not yet complete; the **remaining roles will be added as training is completed.**

Name: WILDCAT, WILLIAM
EmplID: 9999999
NetID: ABC1234
Date Submitted: 9/23/2026
Request Type: HR Security Access Request
Submitted By: EVINS,CATHY ANN
Request ID: 597748
Status: Partial Access Granted
Partial Access Granted: Data Lookup and Add Pay Requester roles have been added. Remaining roles will be added once training is complete

Notification when all roles have been added:


HR Security Access Request Processed - WILDCAT, WILLIAM [Request #588744]

HR Requests
To Cathy Evins; additional@northwestern.edu;

The following request has been processed and completed.

Name: WILDCAT, WILLIAM
EmplID: 9999999
NetID: ABC123
Date Submitted: 8/24/2026
Request Type: HR Security Access Request
Submitted By: EVINS,CATHY ANN
Request ID: 588744
Status: Processed

Note: the guidelines and policies attestation is now in the email to the Applicant since Applicant no longer signs the form.

> *By using the system, the employee who received access certifies that they agree to the following attestation:*
>
> *I am aware of and will comply with Northwestern University business guidelines and policies referenced in the Standard for Business Conduct. I will not use myHR to access data other than that directly related to my job responsibilities at Northwestern University, and I will not seek personal benefit from such data. I will not disclose any data to parties inside or outside Northwestern University except in the approved conduct of my work assignment. I understand that some data may be protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or the Federal Education Rights and Privacy Act (FERPA). I agree to abide by all applicable University policies and local, state, and federal law. I will not allow another individual to access myHR using my login credentials.*
>
> ***I understand that any violation of this agreement is cause for immediate revocation of access, dismissal, or other disciplinary action.***

Notifications during process:

Workflow stage	Notification Email to:
Received	Requester*
Approval Needed	Approver
Approved	Requester and Applicant
Rejected	Requester
Partial Access Granted	Requester and Applicant
Completed	Requester and Applicant

*All notifications to Requester also sent to any Additional Emails listed on the request