REQUESTING OBI ROLE ACCESS FOR GRADUATION ANALYSIS AND STUDENT ACADEMIC PLAN SUMMARY DASHBOARDS

REFERENCE GUIDE FOR EDUCATIONAL PROGRAMS

(Contact ipa@fsu.edu with any questions)

In order to access the “Student Academic Plan Summary” dashboard and/or the “Graduation Analysis” dashboard in OBI, users need to request certain roles in the FSU system. To request roles, or to check whether the necessary roles are already assigned, for either yourself or another faculty/staff member, please do the following:

1. Go to my.fsu.edu and log in with your FSUID and password.

2. In the top left corner of the portal page, click the HR link.

3. With Employee Self Service selected from the top left drop down menu, click on eORR Online Role Request.

4. In the top left menu, select Submit Request-Add/Remove Role.
5. In the Search box that appears, search by the Last Name or Employee ID of the person needing access to the dashboards.

6. Select the appropriate name from the Search Results table.

7. Select Student OBI and click Continue.

8. Select Add to add roles for the employee and choose Continue.

9. Select Both to display all role options and click Continue.

10. From the list of available roles, select FSU_OBI_STU_ANSWRS (ACCESS TO STUDENT ANSWERS) and FSU_OBI_STU_LOGIN (STUDENT DASHBOARDS-BASIC) and click Continue. Note: if the Roles are already assigned, they will not be available in the list of options and will appear in the box showing roles already assigned to the user.

11. In the Reason for Request drop-down box, select Other. In the Justification text box, type Required for job duties and click Submit.

12. Click OK to agree to the compliance terms in the notice that appears and click Submit.


14. Your requests will be routed for approval through the appropriate channels. You will receive emailed status updates when actions are taken.