

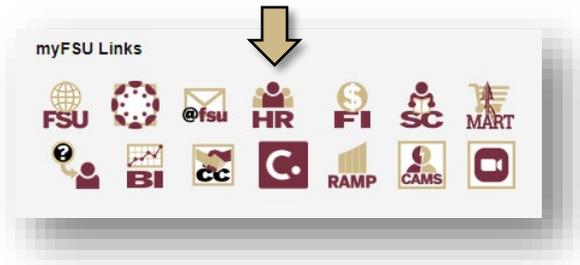
REQUESTING OBI ROLE ACCESS FOR GRADUATION ANALYSIS AND STUDENT ACADEMIC PLAN SUMMARY DASHBOARDS

REFERENCE GUIDE FOR EDUCATIONAL PROGRAMS

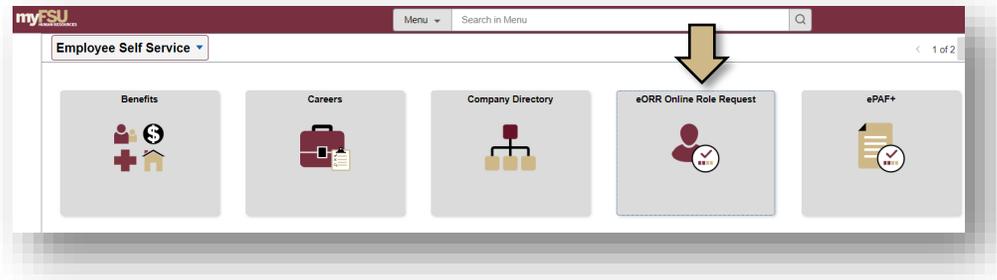
(Contact ipa@fsu.edu with any questions)

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.



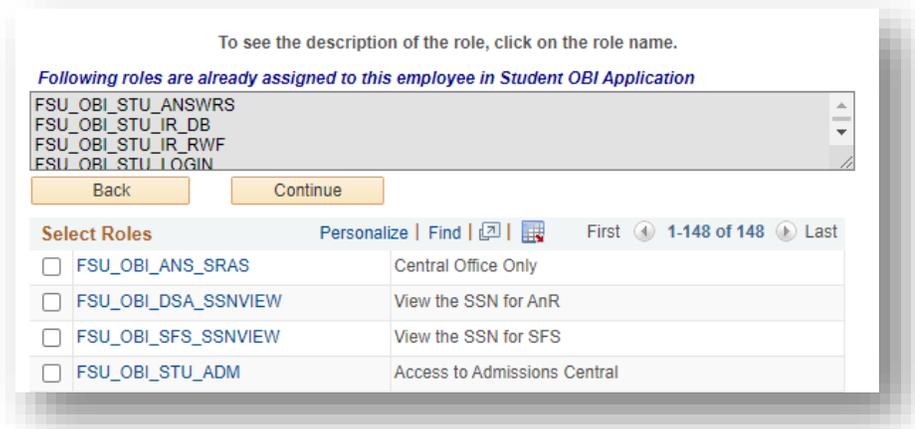
3. With **Employee Self Service** selected from the top left drop down menu, click on **eORR Online Role Request**.



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**.
13. Now, repeat steps 1-11 above, this time selecting **Campus Solutions** in step 7 and **FSU_SR_ENROLL_RPT_VIEW (Enrollment Report Dashboard)** in step 10.
14. Your requests will be routed for approval through the appropriate channels. You will receive emailed status updates when actions are taken.