

Overview

The **Reinstate ARC/FinSys Access Application** is designed to assist Columbia University users to reinstate ARC and FinSys access lost within the last 6 months and to extend the access expiration date of University consultants, temps and affiliates without interruption of access.

School or Unit's DAF Administrator should review the Security Audit History report as needed to confirm the User's access to be reinstated.

Prior to the approval of the request, please confirm with your HR office that the employee has been re-activated and is active in PAC. For temps, consultants and affiliates, please confirm that their UNI has been activated or extended to a date after the access expiration date requested.

Access will be reinstated exactly as it was prior to the loss of access. Roles may not be added or removed. If the User's access should change after the loss of access, the user would complete the Financial Systems Security Application (FSSA).

Requesting Access on the Reinstate ARC/FinSys Access Application

1. Please go to ServiceNow and log in with your UNI and Password.
2. In the Service Catalog in the [Columbia University ServiceNow Customer Portal](#) , select:

- Finance
- Security Application Requests
- Reinstate ARC/FinSys Access Application

Tickets Approvals Catalog Native UI Alma Ndiaye

 **COLUMBIA UNIVERSITY**
ServiceNow Customer Portal

Home > Service Catalog > Finance > Security Application Requests

Search 

Departments

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Security Application Requests

- Reinstate ARC/FinSys Ac...**
View Details
- People at Columbia (PAC...
View Details
- Financial Systems Securit...
Financial Systems Security Application
View Details
- Financial Inquiry Application
Financial Inquiry Application
View Details
- Central Request
View Details

Completing the Application

Section 1: User Information

The Reinstate ARC/FinSys Access Application may be completed for yourself or on behalf of another user. If you are completing this form for someone else, enter that user's UNI in the "Requested For" box. Otherwise, select your UNI.

1.1 Manager/Departmental Administrator Information

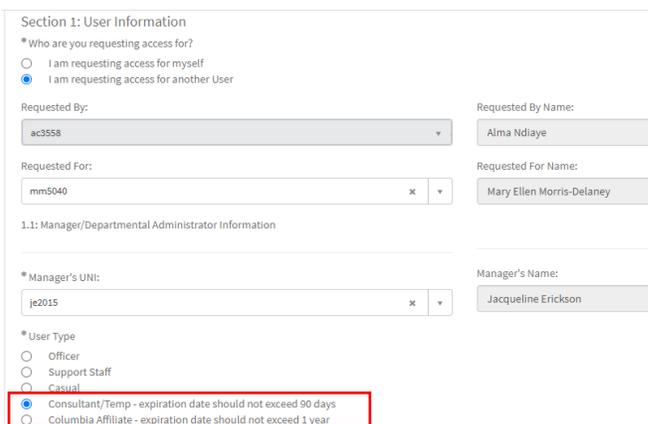
Enter the User's manager's UNI, or the person in your department who is responsible for reviewing and approving the access requested. Once the UNI is entered, the rest of the Manager's information is auto-populated.

User Type

Select the User's employee type.

If other than a Columbia University employee, select the employment status with the University.

- Consultants/Temps (access should be granted for no more than 90 days)
- Affiliates (access should be granted for no more than 1 year)



Section 1: User Information

*Who are you requesting access for?

I am requesting access for myself

I am requesting access for another User

Requested By: ac3558

Requested For: mm5040

1.1: Manager/Departmental Administrator Information

*Manager's UNI: je2015

*User Type

Officer

Support Staff

Casual

Consultant/Temp - expiration date should not exceed 90 days

Columbia Affiliate - expiration date should not exceed 1 year

Requested By Name: Alma Ndiaye

Requested For Name: Mary Ellen Morris-Delaney

Manager's Name: Jacqueline Erickson

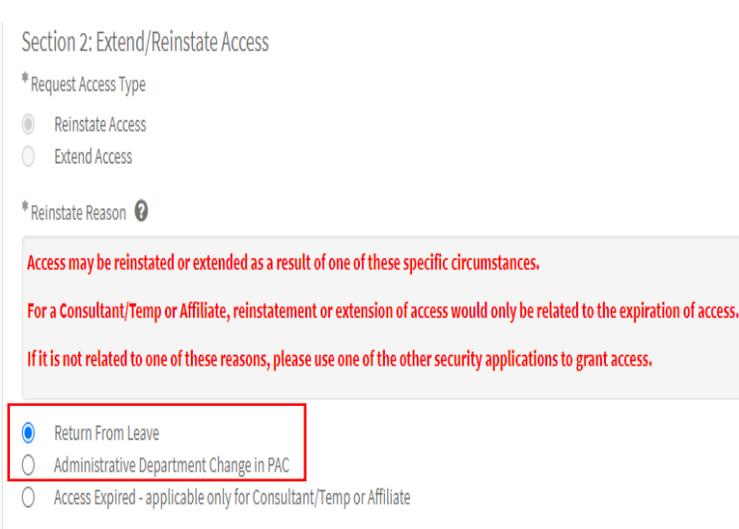
Section 2: Extend/Reinstate Access

❖ Officer, Support Staff and Casual employees

Columbia University employees (Officer, Support Staff and Casual) can use this form to reinstate access. Once one of these User Types is selected, this is the only access type available.

Access can be reinstated for the following two reasons:

- Return from a leave of absence
- Administrative Department Change in PAC. The User's PAC department changed but the user did not change roles/responsibilities.



Section 2: Extend/Reinstate Access

*Request Access Type

Reinstate Access

Extend Access

*Reinstate Reason ?

Access may be reinstated or extended as a result of one of these specific circumstances.

For a Consultant/Temp or Affiliate, reinstatement or extension of access would only be related to the expiration of access.

If it is not related to one of these reasons, please use one of the other security applications to grant access.

Return From Leave

Administrative Department Change in PAC

Access Expired - applicable only for Consultant/Temp or Affiliate

❖ **Consultant/Temp and Affiliate**

Consultants/Temps and Affiliates can either reinstate lost access or extend the expiration date so that there is no interruption to the user’s access.

Reinstate Access: If a reinstatement of access is required, please select Access Expired as the reinstatement reason. Once the reinstate reason is selected, the system will automatically populate the updated start date and end date for each user type – 90 days for a consultant/temp and one year for an affiliate. The end date may be edited to enter an earlier end date.

Extend Access: If an extension of access is required, once selected, the system will automatically populate the start date and end date for each user type. The end date may be edited to enter an earlier end date.

Section 3: DAF Approval Department

The DAF Administrators are the Senior Business Officers for the school/admin unit who are authorized to grant access to a certain set of departments.

Select the school/admin unit for the departments to which access belongs. The form will route to the DAF Administrator for review and approval, after the manager has approved it. If the manager is the same as the requester, it will route directly to the DAF Administrator for review and approval.

Click [here](#) for a complete list of departments and the associated DAF Administrator group.

Section 2: Extend/Reinstate Access

* Request Access Type

- Reinstate Access
- Extend Access

* Reinstate Reason ⓘ

Access may be reinstated or extended as a result of one of these specific circumstances.
For a Consultant/Temp or Affiliate, reinstatement or extension of access would only be related to the expiration of access.
If it is not related to one of these reasons, please use one of the other security applications to grant access.

- Return From Leave
- Administrative Department Change in PAC
- Access Expired - applicable only for Consultant/Temp or Affiliate

Section 2: Extend/Reinstate Access

* Request Access Type

- Reinstate Access
- Extend Access

Start Date

2021-06-14

* End Date (change to an earlier date as needed)

2021-09-14

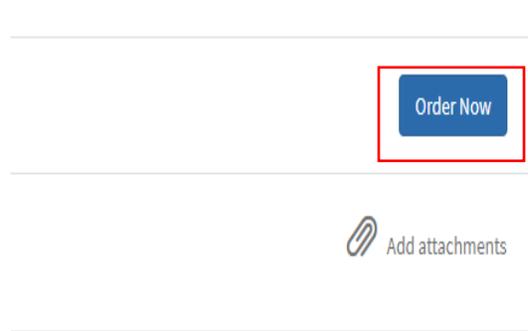
Section 3: DAF Approval Department

* DAF Department

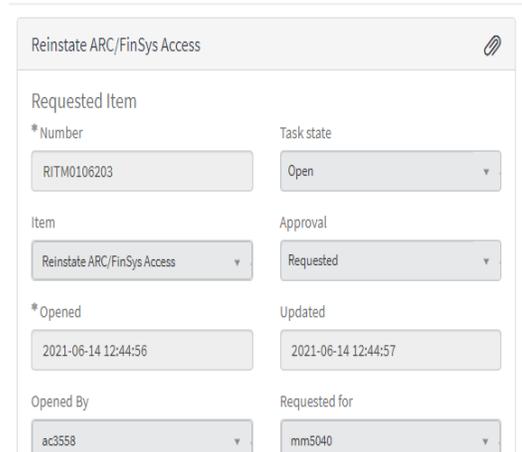
- Architecture, Planning & Preservation
- Arts & Sciences
- Arts, School of the
- Athletics
- Business School

Submitting the Application

Once you have completed all necessary sections of the application click on the “Order Now” button. This will release your application for approval to the selected manager. If you are the manager, there is no further approval required, it will route to the DAF Administrator.



Once the DAF Administrator approves the form it will be directed to CUIT. FinSys access will be added by the school/unit DAF Administrators.

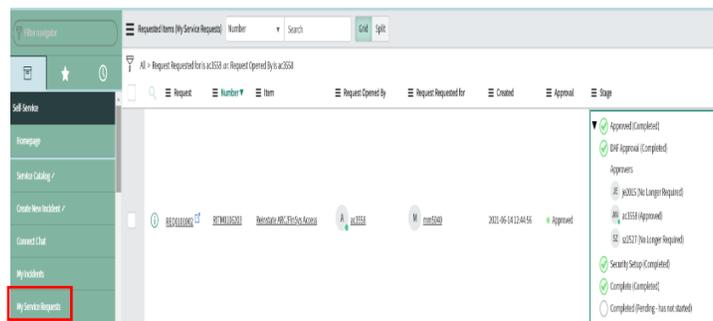


Once all steps have been completed, you will receive an email confirmation that your request has been completed. Please note that the processing time should be within one business day.

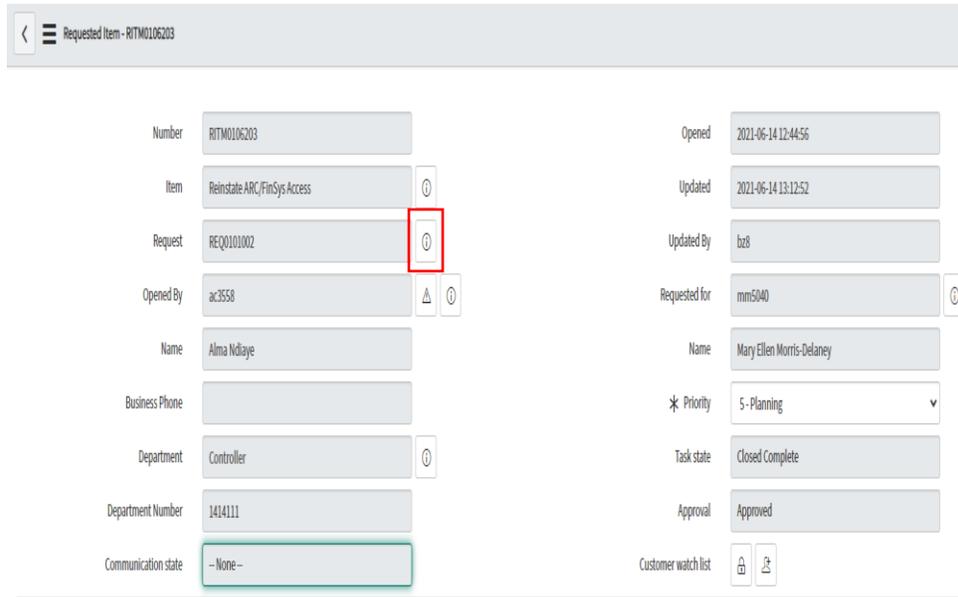
Application Status

Once you have submitted the application, you will receive a security application number RITMXXXXXXX. You should use this number to locate your application in Service Now or reference your application with the Finance Service Center if you have any questions. You will also receive a request number REQXXXXXXX. This represents your overall request, which may have one or more “item(s)” or application(s).

A user can check the status of any application that they submitted. Click on “My Service Requests” in the left navigation bar and then click on the blue arrow in the “Stage” column to expand the status check.



In addition, a manager or DAF approver can also check the status of an application that they have approved. Click on “My Approvals” in the left navigation bar and then click on the RITM number to view the application. Once the application has opened, click on the information button to the right of the Request field. Scroll down to the Requested Items tab, then click on the blue arrow in the “Stage” column to expand the status check.



Number	RITM0106203	Opened	2021-06-14 12:44:56
Item	Reinstate ARC/FinSys Access	Updated	2021-06-14 13:12:52
Request	REQ0101002	Updated By	bz8
Opened By	ac3558	Requested for	mms040
Name	Alma Ndiaye	Name	Mary Ellen Morris-Delaney
Business Phone		* Priority	5-Planning
Department	Controller	Task state	Closed Complete
Department Number	1414111	Approval	Approved
Communication state	- None -	Customer watch list	 

The stages that the form will pass through are listed in the Stage column:

- A green checkmark
 - indicates a stage has been completed.
- A blue arrow
 - indicates that a stage is in progress.
- A red “X” indicates
 - that the application was rejected.

Stage

-  **Waiting for Approval (Approved)**
-  **DAF Approval (Completed)**
-  **Security Setup (Completed)**
-  **Complete (Completed)**

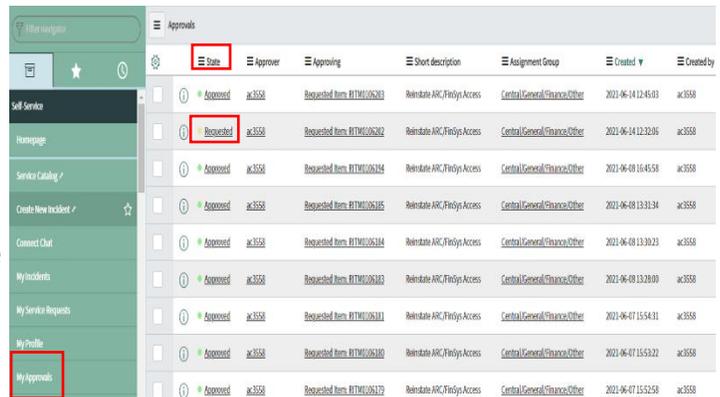
Manager Approval Process

All Finance security requests must be approved by the manager of the applicant. If you are listed as the manager on a security request, you will receive an email notification instructing you to log into ServiceNow and approve or reject the application. The email will indicate what type of application it is (“Reinstate ARC/FinSys Access”) and the employee that submitted the request.

Steps for the Manager to Review and Approve a Security Application

- 1 Log into ServiceNow using the link provided in the email.

2 In the left-hand menu of ServiceNow click on “My Approvals”. From the list of security applications awaiting your approval, click on the RITM number you need to review. If you have multiple requests pending, you will need the RITM number to differentiate the items on your list.

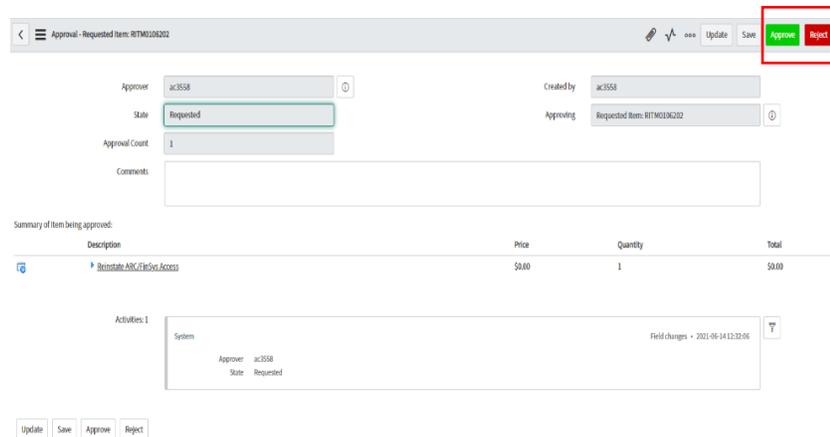


3 Once you click on the RITM number, a copy of the application form will open for your review. Information about the application and the applicant is listed at the top. Once you are done reviewing the application, click on the arrow in the upper left corner of the request to return to your approval list.



4 If the user completed the application on behalf of another user, the user’s UNI and name will be listed in the “Requested For” section. This is the user who will be receiving the access requested.

5 From the approval list, click on the “Requested” link in the “State” column next to the application you have just reviewed. An approval screen will open. To approve the request, click on “Approve”. To reject the request, click on “Reject”.



The email notification that the manager received to inform that approval is pending also contains hyperlinks to approve or reject by email.

6 Once approved, the application will be removed from your “My Approvals” queue, and sent to the DAF administrator for his/her review and approval.

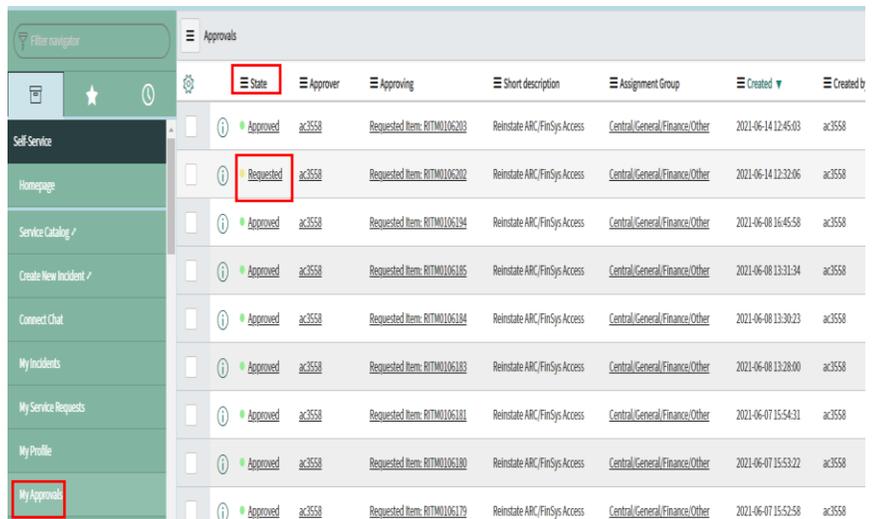
DAF Administrator Approval Process

All Finance security requests must be approved by the DAF Administrator for the departments to which access is being requested. If you are listed as the DAF Administrator on a security request, you will receive an email notification instructing you to log into ServiceNow and approve or reject the application. This notification is sent after the manager has approved the request and will indicate what type of application it is (“Reinstate ARC/FinSys Access”) and the employee that submitted the request.

Steps for the DAF to Review and Approve a Security Application

1 Log into ServiceNow using the link provided in the email

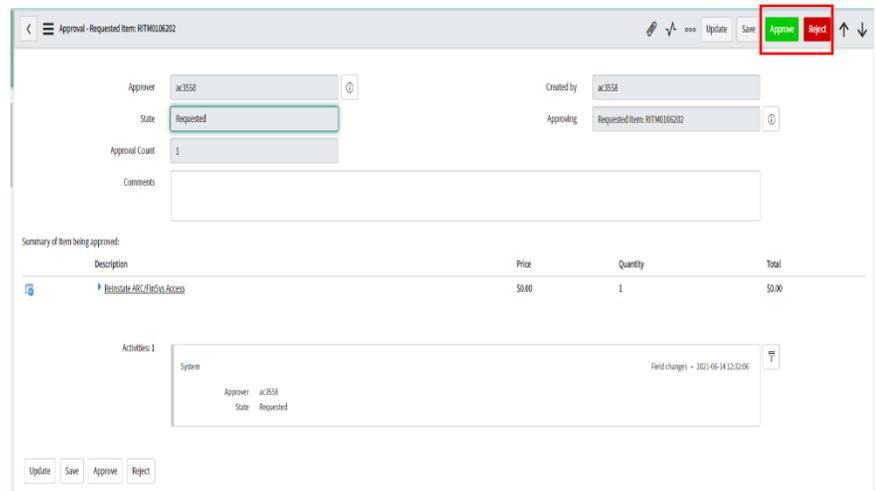
2 In the left-hand menu of ServiceNow click on “My Approvals”. From the list of security applications awaiting your approval, click on the RITM number you need to review. If you have multiple items pending, you will need the RITM number to differentiate the items on your list.



The screenshot shows the ServiceNow 'Approvals' list. The left-hand menu has 'My Approvals' highlighted. The main table lists several approval requests. The second row, with RITM number RTM0106202 and state 'Requested', is highlighted with a red box. The table columns include State, Approver, Approving, Short description, Assignment Group, Created, and Created by.

State	Approver	Approving	Short description	Assignment Group	Created	Created by
Approved	ac3558	Requested Item: RTM0106203	Reinstate ARC/FinSys Access	Central/General/Finance/Other	2021-06-14 12:45:03	ac3558
Requested	ac3558	Requested Item: RTM0106202	Reinstate ARC/FinSys Access	Central/General/Finance/Other	2021-06-14 12:32:06	ac3558
Approved	ac3558	Requested Item: RTM0106194	Reinstate ARC/FinSys Access	Central/General/Finance/Other	2021-06-08 16:45:58	ac3558
Approved	ac3558	Requested Item: RTM0106185	Reinstate ARC/FinSys Access	Central/General/Finance/Other	2021-06-08 13:31:34	ac3558
Approved	ac3558	Requested Item: RTM0106184	Reinstate ARC/FinSys Access	Central/General/Finance/Other	2021-06-08 13:30:23	ac3558
Approved	ac3558	Requested Item: RTM0106183	Reinstate ARC/FinSys Access	Central/General/Finance/Other	2021-06-08 13:28:00	ac3558
Approved	ac3558	Requested Item: RTM0106181	Reinstate ARC/FinSys Access	Central/General/Finance/Other	2021-06-07 15:54:31	ac3558
Approved	ac3558	Requested Item: RTM0106180	Reinstate ARC/FinSys Access	Central/General/Finance/Other	2021-06-07 15:53:22	ac3558
Approved	ac3558	Requested Item: RTM0106179	Reinstate ARC/FinSys Access	Central/General/Finance/Other	2021-06-07 15:52:58	ac3558

3 Once you click on the RITM number, a copy of the application form will open for your review. As the DAF Administrator, you have the ability to make changes to the access requested directly in the form. Once you are done reviewing and making any necessary updates to the application, click on “Save” to save your changes. You can click on the back arrow in the upper left corner of the request to return to your approval list. You can also scroll to the bottom of the application to locate the Approvers tab.



The screenshot shows the ServiceNow 'Approval - Requested Item: RTM0106202' form. The 'State' dropdown is set to 'Requested' and is highlighted with a red box. The 'Approver' field is 'ac3558' and the 'Created by' field is also 'ac3558'. The 'Approving' field is 'Requested Item: RTM0106202'. The 'Approval Count' is 1. The 'Comments' field is empty. The 'Summary of item being approved' table shows one item: 'Reinstate ARC/FinSys Access' with a price of \$0.00, a quantity of 1, and a total of \$0.00. The 'Activities' section shows a system activity with the state 'Requested' and a timestamp of 2021-06-14 12:32:06. At the bottom, there are buttons for 'Update', 'Save', 'Approve', and 'Reject'.

- 4** From the approval list or Approvers tab, click on the “Requested” link. An approval screen will open. To approve the request, click on “Approve”. To reject the request, click on “Reject”. This will cancel the existing request.

- 5** Once approved, the application will be removed from your “My Approvals” queue, and send to CUIT for processing.

- 6** The School or Unit’s DAF Administrator should update any FinSys access to be reinstated or extended.