Department Dashboard Provisioning

Department Dashboard
Submit a request to UAIR to set up a new department dashboard at: http://uair.arizona.edu/request-college-department-dashboard-0.

Department Dashboard Users
There are three levels of users for dashboards – Owners, Editors, and Viewers. UAIR sets up Owners, along with Editors and Viewers who do not work in the department via the new dashboard request or email to UAIR for existing dashboards. Owners can add Editors and Viewers that work in the same department via the MyList after the dashboard is created. Review the tutorial for managing dashboards: http://uits.arizona.edu/sites/default/files/workshops/watt/UAccess_Analytics_Managing_Dashboards_Managing_Department_Dashboard_Access.pdf.

- Owners – modify and change reports and pages; add Editors and Viewers
  o Business/Finance Manager
- Editors – modify and change reports and pages
- Viewers – view only

Check Security Prereqs – Check if users have completed training prior to Analytics provisioning. See links below for instructions on where to complete training.

- UAccess > Analytics > Dashboards > Security > Security > Prereqs
- UAccess > Analytics > Dashboards > Learning > Enrollment > Enrollment
- If FLSA training date is missing, contact EAST to check completion prior to submitting request.

Check Data Provisioning Roles – Check if users have UAccess Analytics medium level access to the various subject areas is required for most reports.

- Analytics > Dashboards > Security > Security > All Roles (by dept or role) or Person Roles (by person).

Use the UAccess Access Provisioning Tool to request access for UAccess Analytics roles for each of the subject areas:
https://request.uaccess.arizona.edu/uaccess_appreq/

- ELM Medium (Learning)
- Financials Medium – granted with Base Access or with any other Medium role
- Human Resources Medium
- Research Medium
- Space Medium
- Student Medium
- Admin Toolkit – granted automatically with 4+ Medium roles
- HR Time and Labor – granted automatically to Time Approver and Time Coordinators

Agents – Recipients of reports delivered via agents must be provisioned as if they were viewing the report in Analytics. Recipients do not need access to the department dashboard, but must complete prereq training and be provisioned for the subject areas used to build the reports.

Contacts and Resources
UAIR Department Dashboard maintenance - Doug Hester <dhester@email.arizona.edu>
UITS EAST (UITS-EASecurityTeam@email.arizona.edu) or 621-4214
UITS EAST provisioning resources - http://uits.arizona.edu/Access-Provisioning-Documentation
Prereqs Emails
Email these sections to employees who need to complete training and confirm completion before submitting Analytics provisioning requests.

User Access Agreement. Employees who need Analytics access must first review and agree to the User Access Agreement before access can be requested. To start access provisioning, please click on this link to the online form, read the short statement, click on “I Accept”, and submit.
https://request.uaccess.arizona.edu/useragreement/

Elevated Privileges Awareness Training. This training is required for roles in Analytics, Employee, Financials, Research, and Student. Please complete privileged users training (this is different from security essentials awareness) by clicking on this link to view and complete the online training video.
http://security.arizona.edu/elevprivtraining

FERPA Tutorial. All staff, faculty, student workers and other authorized student data users must complete the FERPA tutorial prior to obtaining access to the student information system or other student records. Click on the link to view and complete the online tutorial.
http://registrar.arizona.edu/ferpa/tutorial

FLSA Time and Labor. Time coordinators and time approvers must complete training on timekeeping policies, practices, and tools. Go to the Time and Labor: Timekeeping and the FLSA: Your Responsibilities complete the self-paced tutorial in UAccess Learning.
http://uaccess.arizona.edu/ > Learning > Find Learning > search for “UA-1222” > expand > Enroll