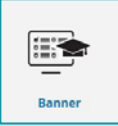








# How to request access to key UCD IT Systems

System	Access managed by	How to request access	Notes/comments
<b>Banner</b> (Student Information System – holds registration, fees and assessment information)	<a href="#">Systems &amp; Data Services team</a>  (Fees and Data Management Unit)	<a href="#">Use the online request form</a> to request specific access.  To change your access, email <a href="mailto:systems.data@ucd.ie">systems.data@ucd.ie</a>	Accessed via icon on <a href="#">UCD Connect</a> page (log into Banner using your Connect username and the password).  Make sure to use the <a href="#">UCD VPN</a> if accessing Banner remotely.  <a href="#">MFA</a> required.  <a href="#">Training documentation</a> available on website. 
<b>Curriculum Management System</b> (edit curriculum information)	EAG/IT Services  Curriculum Team (Customer and Curriculum Operations Unit)	Email <a href="mailto:eag.support@ucd.ie">eag.support@ucd.ie</a> to request access to the menu item.	The <a href="#">Curriculum Team</a> provides support/training in the use of the system.  Accessed via the <a href="#">Curriculum, Module Capacity &amp; Timetables menu in InfoHub</a> (use Connect login details). <a href="#">MFA</a> required.
<b>Employee Self Service (ESS)</b> (clock in and out/check leave and flexi balance)	HRIS	Ask the local administrator in your Unit/School to get you set up.  If you need access to CORE email <a href="mailto:hris@ucd.ie">hris@ucd.ie</a>	ESS can be accessed via icon on <a href="#">UCD Connect</a> page (use Connect login details).  <a href="#">MFA</a> required. 
<b>eFinancials</b> (review and manage financial information for your School/Unit)	Finance Systems	Staff should complete the relevant <a href="#">Access Application Form</a> and return it to <a href="mailto:finance.systems@ucd.ie">finance.systems@ucd.ie</a>	Accessed via icon on <a href="#">UCD Connect</a> page  Request form and further information available on the <a href="#">UCD Finance Office website</a> .  Make sure to use the <a href="#">UCD VPN</a> if accessing it remotely. 



# How to request access to key UCD IT Systems

System	Access managed by	How to request access	Notes/comments
eProcurement (order goods and services from UCD Suppliers)	Finance Systems	Staff should complete the relevant <a href="#">Access Application Form</a> and return it to <a href="mailto:finance.systems@ucd.ie">finance.systems@ucd.ie</a>	<p>Form and further information available on the <a href="#">UCD Finance Office website</a>.</p> <p>Accessed via icon on <a href="#">UCD Connect</a> page (use Connect username and eProcurement password).</p> <p>Use the <a href="#">UCD VPN</a> if accessing it remotely.</p> 
InfoHub (access to reports and online services for staff )	IT Services – as part of faculty/staff IT account set-up.	If you need access to a specific menu item in InfoHub, email <a href="mailto:eag.support@ucd.ie">eag.support@ucd.ie</a>	<p>Accessed via icon on <a href="#">UCD Connect</a> page</p> <p>Use the <b>Login Via Connect</b> button to enter your Connect Username and Password.</p> <p><a href="#">MFA</a> required.</p> 
Module Access Management (manage who has access to modules in Grade Entry etc.)	EAG/IT Services	Email <a href="mailto:eag.support@ucd.ie">eag.support@ucd.ie</a> to request access	<p>The <a href="#">Curriculum Team</a> provide support and training.</p> <p>Accessed via Students tab in <a href="#">InfoHub</a> (use Connect login details).</p> <p><a href="#">MFA</a> required.</p>
UCD Virtual Private Network (VPN)	IT Services	Access to the Staff VPN can be requested by completing the <a href="#">VPN request form</a> .	<p>Necessary for accessing key systems while off-campus. Use your Connect login details</p> <p>Further information available on: <a href="http://www.ucd.ie/itservices/vpn/">www.ucd.ie/itservices/vpn/</a></p> <p><a href="#">MFA</a> required.</p>
Zoom	IT Services	Zoom accounts are available the night following IT account creation	<p>Read more about using <a href="#">Zoom in UCD</a></p> <p>If you need to request a Zoom account, use the <a href="#">Service Access Requests form in InfoHub</a> (staff UCD Connect login required)</p>