How to get access to key UCD IT Systems and Tools

System	Managed by	How to request access	Notes
Banner (Student Information System – holds registration, fees and assessment information)	Systems & Data Services team (Fees and Data Management Unit, UCD Registry)	Use the online request form to request specific access. To change your access, email systems.data@ucd.ie	• Accessed via icon on UCD Connect (use UCD Connect login details). • Use the UCD VPN if accessing Banner remotely. • MFA (Multi-Factor Authentication) required. • Go to training documentation
Curriculum Management System (edit curriculum information)	EAG/IT Services Curriculum Team (Customer and Curriculum Operations Unit, UCD Registry)	Request access through the IT Support Hub.	• Accessed via the Curriculum, Module Capacity & Timetables menu in InfoHub (use Connect login details). • MFA required. • Support/training by Curriculum Team

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Employee Self Service (ESS) (check leave balance, view payslips)	UCD Human Resources/Local Administrator	Ask the local administrator in your Unit/School to get you set up. If you need access to CoreHR, email hris@ucd.ie	• ESS can be accessed via icon on UCD Connect page (use UCD Connect login details). • MFA required.
eFinancials (review and manage financial information for your School/Unit)	Finance Systems	Staff should complete the relevant Access Application Form and return it to finance.systems@ucd.ie	• Accessed via icon on UCD Connect page (use UCD Connect login details). • MFA required. • Use the UCD VPN if accessing it remotely. • Information available on the UCD Finance Office website.

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eProcurement (order goods and services from UCD Suppliers)	Finance Systems	Staff should complete the relevant Access Application Form and return it to finance.systems@ucd.ie	• Training and support available on the UCD Finance Office website. • Accessed via icon on UCD Connect page (use Connect login details). • MFA required. • Use the UCD VPN if accessing it remotely.
InfoHub (access to reports and online services for staff)	IT Services – as part of faculty/staff IT account set-up.	Request access to specific menu items through the IT Support Hub. Access to certain services is managed by UCD Registry.	• Accessed via icon on UCD Connect page Use the **Log in UCD Connect** button to enter your Connect login details. • MFA required.

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Module Access Management (manage who has access to modules in Grade Entry etc.)	EAG/IT Services	Request access through the IT Support Hub.	• Accessed via Students tab in InfoHub (use Connect login details). • MFA required. • The Curriculum Team provide support and training.
UCD Virtual Private Network (VPN)	IT Services	Access to the Staff VPN can be requested by completing the VPN request form.	• Necessary for accessing key systems while off-campus. Use your Connect login details. • MFA required. • Information on the IT Support Hub
Zoom	IT Services	Zoom accounts are available the night following IT account creation	• Accessed via icon on UCD Connect page (use Connect login details). • MFA required. • Read more about using Zoom in UCD