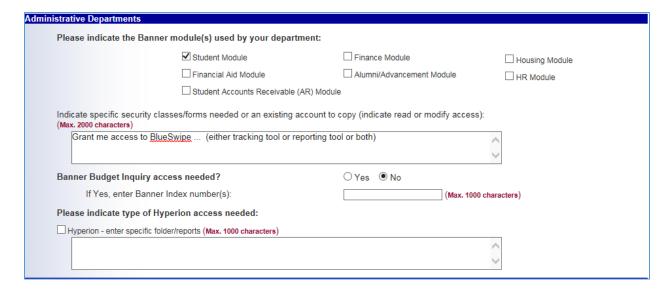## BLUESWIPE NEW MEMBER PARTICIPATION PROCEDURE

For a BlueSwipe Demo, contact the IT Help Desk (860)832-1720 and submit a request to have the ATS IT Department demonstrate the two tools:

- BlueSwipe Tracking Tool: apps.ccsu.edu → BlueSwipe or using a Win Term
- BlueSwipe Reporting Tool: apps.ccsu.edu → BSR

After the demo:

1) Submit an online ATS Service request at https://hsm.ccsu.edu/HEAT/Login.aspx
   Use the following template to fill out the "Project Description" section:
   Brief Description: Add the following department to BlueSwipe system: Dept Name
   Detailed Description: Reason for BlueSwipe and any other additional information.

2) Call the IT Help Desk at (860)832-1720 to request a Win Term be set up for BlueSwipe, if needed.

3) **Each user** of the newly-participating department, who needs to use the BlueSwipe Reporting Tool, needs to submit an online Banner/Hyperion Access request at:
   https://intranet.ccsu.edu/BAccntRequest/Account/login.aspx
   Fill out the "Administrative Departments" section as follows:

Administrative Departments

Please indicate the Banner module(s) used by your department:

☑ Student Module   ☐ Finance Module   ☐ Housing Module
☐ Financial Aid Module   ☐ Alumni/Advancement Module   ☐ HR Module
☐ Student Accounts Receivable (AR) Module

Indicate specific security classes/forms needed or an existing account to copy (indicate read or modify access):
(Max. 2000 characters)

Grant me access to BlueSwipe ... (either tracking tool or reporting tool or both)

Banner Budget Inquiry access needed?   ☐ Yes ☉ No
    If Yes, enter Banner Index number(s):   _____ (Max. 1000 characters)
Please indicate type of Hyperion access needed:
☐ Hyperion - enter specific folder/reports (Max. 1000 characters)

4) Access for both the BlueSwipe Tracking Tool and the BlueSwipe Reporting Tool with be set up by the IT ATS Department. The user will be contacted when set up is complete.