ASPIRE Department and Space Coordinator Information*

Now that you are an ASPIRE space coordinator, you will need access to the Banner modules that are the foundation of the ASPIRE system. Access to space information is automatically assigned, since you are the space coordinator or back-up space coordinator.

Many space coordinators are also ASPIRE department coordinators. If you are a department coordinator, there are many helpful tools in ASPIRE. Although you have access to space information, you may not have access to non-space information. This is discussed below. It is your responsibility to contact the necessary Student and/or HR liaisons to obtain other Banner module access so you can use all of the ASPIRE features.

*department coordinator and space coordinator refer to job functions and not necessarily job titles
1st Step - User Services
- Request permissions for Telcom maps - the ‘Show CAD Floor Map’ feature
  - New [backup] space coordinator to contact: it-help@mtu.edu
- Request permissions for PDF maps - the ‘PDF Building Maps’ feature
  - New [backup] space coordinator to contact: it-help@mtu.edu

2nd Step - access to Error Reports
- Try running the “Codes 502C” error reports from ASPIRE. They require Banner login* before running them. If you can run this report, you can run any of the other error reports. Therefore, you are ready to review the other access section for expanded features.
- If you cannot run this report, email ais@mtu.edu and notify them that you cannot run the ASPIRE error reports. As long as you are a space coordinator or back-up space coordinator, then an email will be acceptable. You will not need a form.

Other access
Here are the Banner Access and Support Contacts: http://www.mtu.edu/banner-reporting/banner/access-support/

Research reports
- Departmental Coordinators would especially be interested in Research reports (the ‘R’ of A-S-P-I-R-E).
- Access to the Research reports are not automatically assigned.
- Request permissions from AIS (Accounting Information Systems)
  - For access to run Research reports from the Research menu drop down:
    ban_gen_rsch_user_c

*Requires a Banner password. If you do not know your Banner password or have never established a Banner password, you can establish/reset your Banner password here: https://www.banweb.mtu.edu/pls/owa/twbkwbis.P_WWWLogin?ret_code=9 Sign in with your userid and ISO password and it will walk you through setting up your Banner password.
Banner Student access for ASPIRE

- Access to the Banner Student module is not automatically assigned.
- Request permissions from SAIS (Student Affairs Information Systems)
  - For access to Student, Class and Faculty Schedules: ban_stu_genusr_c
  - For access to Student information, including GPA: ban_stu_qall_c

Banner HR access for ASPIRE

- Access to the Banner HR module is not automatically assigned.
- Request permissions from HRIS (Human Resources Information Systems)
  - For access to Employee Directory: ban_hr_gensel_basic_c
  - For access to Salary and other related employee information: ban_hr_gensel_secure_c
  - For access to salary, benefits, & deductions: ban_hr_gensel_bended_c
The STUDENT Info page link on the Main menu will provide academic department coordinators access to a number of reports.

Repeat the above steps with other ASPIRE users in your Department

- After you resolved the above access issues for yourself, would you confirm that your Department Coordinator, the Backup Space Coordinator, and the Department Chair/Director have the access they need?
- The Department Chair/Director will have a Dashboard rather than an abbreviated Menu.

Now that you have the necessary access to become a successful ASPIRE user, go back to the Space Coordinator menu and run all five error reports. Call 487-2155 or email aspire@mtu.edu to set up an appointment to learn ASPIRE by correcting the errors.