User Security Roles Access Requests

Users are assigned access to Planning Analytics applications based on security roles granted by security contacts within D6501 Web Security System or by submitting an e Access Request Memo (eARM) form.

- **EBSZ Realm**: Office of Financial Planning and Budget (OFP&B) can add or delete applications specific security access roles under the “EBSZ Realm” within the D6501 Web Security System.

  - For example:
    - PA / Application / VIEW or SUBMIT –
      - /group/EBS/PA/BR-VIEW
      - /group/EBS/PA/BR-SUBMIT

  - Fiscal Officers can email budget@msu.edu to request access to add or delete a user by providing the following information:
    1. Type of request: EBSZ Realm Security Access (Do not Edit)
    2. Nature of Request: Access Add or Delete
    3. Full name of the User:
    4. Email address of the User:
    5. Name of the application(s) for which add or delete is requested:

- **EBSU Realm**: OFP&B cannot add or delete MAU or Org specific security access roles under the “EBSU Realm” within the D6501 Web Security System.

  - For example:
    - PA / MAU or Organization / VIEW or SUBMIT -
      - /group/EBS/PA/10002000-VIEW
      - /group/EBS/PA/10002000-SUBMIT

  - Fiscal Officers who have access to the D6501 Web Security System should add or delete roles in their realm as needed for quick overnight processing.

  - Fiscal Officers can also submit an eARM form using the following link and select Generic option at the bottom to submit add or delete requests:

    https://earm.itservices.msu.edu/index.jsp
Logging into Planning Analytics - There are two ways to access Planning Analytics –


2. Enter URL for the Planning Analytics site at https://pal.itservices.msu.edu/pmpsvc/

3. Once logged in, select the Application to launch.

Please note that Planning Analytics prefers the following browsers: Chrome, Edge, Firefox. If any issues arise using Internet Explorer, try one of the preferred browsers.