

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	<ul style="list-style-type: none">• 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)	Email eag.support@ucd.ie to request access to the menu item.	<ul style="list-style-type: none">• 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	<p>Ask the local administrator in your Unit/School to get you set up.</p> <p>If you need access to CoreHR, email hris@ucd.ie</p>	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.	<p>If you need access to a specific menu item, email eag.support@ucd.ie</p> <p>Access to certain services is managed by UCD Registry</p>	<ul style="list-style-type: none">• 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	Email eag.support@ucd.ie to request access	<ul style="list-style-type: none">• 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 .	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Accessed via icon on UCD Connect page (use Connect login details).• MFA required.• Read more about using Zoom in UCD