Kent State University
Request for Cognos Reporting – Report Author and Internal Administrative Folder Access

Section 1 - User information, to be completed by requesting department security administrator

(A) Employee Information

Employee Name _____ Campus phone _____

Department _____ Position/Title _____

Flashline User ID _____ @kent.edu Banner ID _____

(B) Access requirements

Request type (check one): ☐ Add User ☐ Remove User ☐ Replace Permissions ☐ Additional Access

Access Method: ☐ Consumer (run reports) ☐ Report/Query Studio (report author)

Purpose _____

(C) Unit Authorization

Unit Security Admin Name _____

Unit Security Admin Signature _____ Date _____

NOTE: A signed confidentiality agreement must accompany this request unless the user has already submitted one.

Section 2 - Security profiles, to be completed by data steward for appropriate business unit

BUSINESS & FINANCE

FINANCE - Tammy Slusser (Schwartz Center)

	Read	Write
ACCOUNTS PAYABLE	☐	☐
ADMISSION FEE RECONCILATION (*See Multiple Approvals section*)		
ALUMNI (*See Multiple Approvals section*)		
BAS	☐	☐
BUDGET (*See Multiple Approvals section*)		
CONTROLLER	☐	☐
FIXED ASSETS	☐	☐
GRANTS (*See Multiple Approvals section*)		
INTERNAL AUDIT	☐	☐
PAYROLL (*See Multiple Approvals section*)		
PROCUREMENT	☐	☐

Data Steward Signature _____ Date _____

ACCOUNTS RECEIVABLE - Stina Olafsdottir / Leah Quinlivan (Schwartz Center)

BURSAR (*See Multiple Approvals section*)
BURSAR – ARS MANAGER REPORTS (*See Multiple Approvals section*)
BURSAR – BURSAR (*See Multiple Approvals section*)
BURSAR MISCELLANEOUS (*See Multiple Approvals section*)

Flashline User ID _____ @kent.edu Request Date _____

HUMAN RESOURCES - Tia Laughlin / Maria Terleckyj (Herr Hall)

	Read	Write		Read	Write
ACADEMIC PERSONNEL	☐	☐	RECORDS/BOARD RPORTS	(*See Multiple Approvals*)	
AFFIRMATIVE ACTION	☐	☐	RECORDS/EMPLOYEE REPORTS	(*See Multiple Approvals*)	
BENEFITS	☐	☐	RECORDS/JOB REPORTS	(*See Multiple Approvals*)	
CAREER SERVICES	(*See Multiple Approvals*)		RECORDS/LABEL INFO REPORTS	(*See Multiple Approvals*)	
COMPENSATION	☐	☐	RECORDS/LEAVE REPORTS	(*See Multiple Approvals*)	
EMPLOYEE RELATIONS	☐	☐	RECORDS/SCHEDULED REPORTS	(*See Multiple Approvals*)	
EMPLOYMENT	☐	☐	TRAINING & DEVELOPMENT	☐	☐
FEE WAIVER	(*See Multiple Approvals section*)		UNITED WAY	☐	☐
LABOR RELATIONS	☐	☐	VP-HR	☐	☐
PEOPLE ADMIN	☐	☐			
			RECORDS/Data Clean-up Reports	(*See Multiple Approvals*)	

Data Steward Signature _____Date _____

IA ADVANCEMENT - Kathleen Abel / Julie Vandegrift

	Read	Write
ADVANCEMENT OFFICERS	☐	☐
ALUMNI RELATIONS	☐	☐
CONSTITUENT	☐	☐
EVENTS	☐	☐
FINANCE	☐	☐
GENERAL FINANCE	☐	☐
GIVING	☐	☐
RESEARCHERS	☐	☐

Data Steward Signature _____ Date _____

INSTITUIONAL RESEARCH - Sandra Brown

	Read	Write
15TH DAY STATS	☐	☐
REPORTS – 15TH DAY STATS	☐	☐
REPORTS – COURSE	☐	☐
REPORTS – DIVERSITY	☐	☐
REPORTS – HR	☐	☐
REPORTS – STUDENT	☐	☐
RPIE (ADMIN)	(*See Multiple Approvals section*)	
RPIE STAFF	☐	☐
STUDENT EMPLOYEES	☐	☐

Signature _____ Date _____

Flashline User ID _____ @kent.edu   Request Date _____

STUDENT

ADMISSIONS - Brian Pekarek (208 Schwartz Center)

	Read	Write
ADMISSIONS	☐	☐
AOS	(*See Multiple Approvals section*)	
APPLICATION SECURITY	☐	☐
COLLEGE	☐	☐
DAILY EDITS	(*See Multiple Approvals section*)	
DEPARTMENT	☐	☐
GRADUATE STUDIES	(*See Multiple Approvals section*)	
INTERNATIONAL	☐	☐
REGIONAL	☐	☐
TRANSFER CENTER	(*See Multiple Approvals section*)	
EDW - RECRUITING AND ADMISSION		☐

Data Steward Signature _____ Date _____

PROVOST / ACADEMIC AFFAIRS   - Therese Tillett / Jennifer Kellogg (Library)

	Read	Write
PROVOST	(*See Multiple Approvals section*)	

SCHEDULE - Lynette Johnson / Chris Dorsten (Schwartz Center)

	Read	Write
SCHEDULE	☐	☐

Data Steward Signature _____ Date _____

STUDENT FINANCIAL AID - Mark Evans / Steven Minnich (Schwartz Center)

	Read	Write
FINANCIAL AID	(*See Multiple Approvals section*)	
SPECIAL PROJECTS	(*See Multiple Approvals section*)	

STUDENT RECORDS (REGISTRAR) - Lynette Johnson / Chris Dorsten (Schwartz Center)

	Read	Write
COLLEGE	☐	☐
CPM	☐	☐
DEPARTMENT	☐	☐
EHHS	☐	☐
GPS	☐	☐
GSM	☐	☐
INTERNATIONAL	☐	☐
REGIONAL	☐	☐
REGISTRAR	(*See Multiple Approvals section*)	
STUDENT ACCESSIBILITY SVCS	(*See Multiple Approvals section*)	
UNIVERSITY HEALTH SVCS	(*See Multiple Approvals section*)	
US-RAGS	☐	☐
EDW - ENROLLMENT		☐
EDW - COURSE REGISTRATION		☐

Data Steward Signature _____ Date _____

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FAMIS – MAINTENANCE MANAGEMENT - Cindy Gary

	Read	**Write**
MAINTENANCE MANAGEMENT	☐	☐

Signature _____   Date _____

FAMIS – SPACE MANAGEMENT - Mike Bruder

SPACE MANAGEMENT	(*See Multiple Approvals section*)
OFFICE OF THE UNIVERSITY ARCHITECT	(*See Multiple Approvals section*)

COEUS - Lori Burchard

	Read	**Write**
COEUS	☐	☐

Signature _____   Date _____

	Read	**Write**	**Approval Required**
ALUMNI	☐	☐	FINANCE and IA ADVANCEMENT
ADMISSION FEE RECONCILIATION	☐	☐	ACCOUNTS RECEIVABLE & ADMISSIONS & FINANCE
ADMISSIONS - AOS	☐	☐	ADMISSIONS and REGISTRAR
ADMISSIONS –GRADUATE STUDIES	☐	☐	ADMISSIONS and REGISTRAR
ADMISSIONS – DAILY EDITS	☐	☐	ADMISSIONS and REGISTRAR
ADMISSIONS -TRANSFER CENTER	☐	☐	ADMISSIONS and REGISTRAR
BUDGET	☐	☐	FINANCE and HUMAN RESOURCES and REGISTRAR
BURSAR	☐	☐	ACCOUNTS RECEIVABLE & FINANCE & FINANCIAL AID & REGISTRAR
BURSAR – ARS MANAGER REPORTS	☐	☐	ACCOUNTS RECEIVABLE & FINANCE & FINANCIAL AID & REGISTRAR
BURSAR - BURSAR	☐	☐	ACCOUNTS RECEIVABLE & FINANCE & FINANCIAL AID & REGISTRAR
BURSAR MISCELLANEOUS	☐	☐	ACCOUNTS RECEIVABLE & FINANCE & FINANCIAL AID & REGISTRAR
CAREER SERVICES	☐	☐	HUMAN RESOURCES and REGISTRAR
FAMIS OFFICE OF UNIVERSITY ARCHITECT	☐	☐	FAMIS and REGISTRAR and FINANCE
FAMIS SPACE MANAGEMENT	☐	☐	FAMIS and REGISTRAR and FINANCE
FEE WAIVER	☐	☐	HUMAN RESOURCES and ACCOUNTS RECEIVABLE and REGISTRAR
FINANCIAL AID	☐	☐	ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES
FINANCIAL AID SPECIAL PROJECTS	☐	☐	ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES
GRANTS	☐	☐	FINANCE and HUMAN RESOURCES
PAYROLL	☐	☐	FINANCE and HUMAN RESOURCES
PROVOST	☐	☐	PROVOST and REGISTRAR
RECORDS/BOARD REPORTS	☐	☐	HUMAN RESOURCES and FINANCE
RECORDS/DATA CLEAN-UP REPORTS	☐	☐	HUMAN RESOURCES and FINANCE
RECORDS/EMPLOYEE REPORTS	☐	☐	HUMAN RESOURCES and FINANCE
RECORDS/JOB REPORTS	☐	☐	HUMAN RESOURCES and FINANCE
RECORDS/LABEL & INFO REPORTS	☐	☐	HUMAN RESOURCES and FINANCE
RECORDS/LEAVE REPORTS	☐	☐	HUMAN RESOURCES and FINANCE
RECORDS/SCHEDULED REPORTS	☐	☐	HUMAN RESOURCES and FINANCE
REGISTRAR	☐	☐	REGISTRAR and ADMISSIONS
RPIE	☐	☐	REGISTRAR and RPIE
STUDENT ACCESSIBILITY SVCS	☐	☐	REGISTRAR and STUDENT ACCESSIBILITY SVCS
UNIVERSITY HEALTH SVCS	☐	☐	REGISTRAR and UNIVERSITY HEALTH SVCS

Flashline User ID _____ @kent.edu   Request Date _____

Accounts Receivable Data Steward Signature _____   Date _____

Admissions Data Steward Signature _____   Date _____

COEUS Signature _____   Date _____

FAMIS Data Steward Signature _____   Date _____

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Financial Aid Data Steward Signature _____   Date _____

Finance Data Steward Signature _____   Date _____

GPS Data Steward (Dev Yogi) Signature _____   Date _____

Human Resources Data Steward Signature _____   Date _____

IA Advancement Data Steward Signature _____   Date _____

Provost Data Steward Signature _____   Date _____

Registrar Data Steward Signature _____   Date _____

IR Data Steward Signature _____   Date _____

Student Disability Services Data Steward Signature _____   Date _____

University Health Services Data Steward Signature _____   Date _____

Section 3 - To be completed by Information Technology

Completed by _____   Date _____

☐ Verify confidentiality agreement, ☐ Grant approved access, ☐ Notify dept security administrator, ☐ Notify data steward

Flashline User ID _____ @kent.edu   Request Date _____

Last Revised: 1/31/2022

Kent State University
Request for Cognos Reporting – Report Author and Internal Administrative Folder Access – Instructions

When to use this form
The *Request for Cognos Reporting – Report Author and Internal Administrative Folder Access* form must be completed for any Cognos access creation or deletion, and any time a modification is required for an existing user's access rights in Cognos for report author and internal administrative folder access.
This form must be completed and submitted to Access Management. Internal folders are by permission only and users with write access can publish reports to it for others with access to use.

How to use this form
Sections 1 and 2 of the form should be complete by the user's departmental security administrator and then distributed to the security administrator for each requested profile. After all necessary authorizations are collected, the form should be sent to the Access Management Group for processing.

When submitting a request for a user who does not currently have access to Cognos: Provide all information requested in Section 1, selecting "Add User" on the "Request Type" line.

When submitting a request to remove access for a user who already has access to Cognos: Provide all information requested in Section 1, selecting "Remove User" on the "Request Type" line.

When requesting additional rights for a user who already has access to Cognos: Provide all information requested in Section 1, selecting "Additional Access" on the "Request Type" line. Only the additional security profiles need to be selected in section 2.

When requesting a change to existing rights for a user who already has access to Cognos: Provide all information requested in Section 1, selecting "Replace Permissions" on the "Request Type" line.   **WHEN PROCESSED, THE USER'S EXISTING COGNOS ACCESS WILL BE REMOVED AND REPLACED WITH THE PROFILES MARKED IN SECTION 2.**

What to expect
In order to be processed, please complete form and collect all neccessary signatures, then submit via ticket at:

https://kent.teamdynamix.com/TDClient/2005/Portal/Requests/ServiceDet?ID=51151

Once a completed form is submitted, the Access Management Group will review the request and assign system rights to the user as specified in Section 2. To confirm completion of the request, an e-mail notification will be sent by the Access Management Group to the user's department security administrator.

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