|  |  |
| --- | --- |
| **Kent State University****Request for Cognos Reporting – Report Author and Internal Administrative Folder Access** | **Instructions:** Collect signatures and FAX authorized form to Access Management 330-672-3253. Call for assistance at 330-672-1366. Access Management is located at 246 Stewart Hall. |

**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 - Kristin Olafsdottir / Chuck Fabian (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*)

|  |
| --- |
| **HUMAN RESOURCES - Tia Laughlin / Maria Terleckyj (Terrace Hall)** |

 **Read Write** **Read Write**

ACADEMIC PERSONNEL [ ]  [ ]

AFFIRMATIVE ACTION [ ]  [ ]

BENEFITS [ ]  [ ]

CAREER SERVICES [ ]  [ ]

COMPENSATION [ ]  [ ]

EMPLOYEE RELATIONS [ ]  [ ]

EMPLOYMENT [ ]  [ ]

FEE WAIVER (*See Multiple Approvals section*)

LABOR RELATIONS [ ]  [ ]

PEOPLE ADMIN [ ]  [ ]

RECORDS/BOARD RPORTS (*See Multiple Approvals)* RECORDS/EMPLOYEE REPORTS (*See Multiple Approvals)* RECORDS/JOB REPORTS (*See Multiple Approvals)*

RECORDS/LABEL INFO REPORTS (*See Multiple Approvals)* RECORDS/LEAVE REPORTS (*See Multiple Approvals)* RECORDS/SCHEDULED REPORTS (*See Multiple Approvals)* TRAINING & DEVELOPMENT [ ]  [ ]

UNITED WAY [ ]  [ ]

VP-HR [ ]  [ ]

 Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Flashline User ID       \_\_\_\_\_\_\_\_ @kent.edu  | Request Date      \_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **IA ADVANCEMENT - Kathleen Abel / Franchesca Purkey** |

 **Read Write**

ADVANCEMENT OFFICERS [ ]  [ ]

ALUMNI RELATIONS [ ]  [ ]

CONSTITUENT [ ]  [ ]

EVENTS [ ]  [ ]

FINANCE [ ]  [ ]

GENERAL FINANCE [ ]  [ ]

GIVING [ ]  [ ]

RESEARCHERS [ ]  [ ]

Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **RPIE - Mike Sperko** |

 **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 \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **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**  **-** Gail Rebeta / Lynette Johnson (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) -** Gail Rebeta / Lynette Johnson (Schwartz Center) |

 **Read Write**

COLLEGE **[ ]** **[ ]**

CPM **[ ]  [ ]**

DEPARTMENT **[ ]  [ ]**

|  |  |
| --- | --- |
| Flashline User ID       \_\_\_\_\_\_\_\_ @kent.edu  | Request Date      \_\_\_\_\_\_\_\_\_\_\_\_\_ |

EHHS **[ ]  [ ]**

GPS (*See Multiple Approvals section*)

GSM **[ ]  [ ]**

INTERNATIONAL **[ ]  [ ]**

REGIONAL **[ ]  [ ]**

REGISTRAR (*See Multiple Approvals section*)

STUDENT ACCESSIBILITY SVCS (*See Multiple Approvals section*)

US-RAGS **[ ]  [ ]**

EDW - ENROLLMENT  **[ ]**

EDW - COURSE REGISTRATION  **[ ]**

Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **EXTERNAL APPLICATIONS**  |

|  |
| --- |
| **BLACKBOARD** - INTERNAL USE ONLY - Preeti Palvankar / Cathy Mahrle |

 **Read Write**

BLACKBOARD (INTERNAL USE ONLY) **[ ]  [ ]**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **FAMIS – MAINTENANCE MANAGEMENT** - Cindy Gary |

 **Read Write**

MAINTENANCE MANAGEMENT **[ ]  [ ]**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

SPACE MANAGEMENT (*See Multiple Approvals section*)

|  |
| --- |
| **FAMIS – SPACE MANAGEMENT** - Tom Euclid /Vince Putaturo / Mike Bruder |

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

|  |
| --- |
| **COEUS** - Lori Burchard |

 **Read Write**

COEUS **[ ]  [ ]**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **INFORMATION RESOURCE CATALOG** - INTERNAL USE ONLY - Coleen Santee |

 **Read Write**

INFORMATION RESOURCE CATALOG **[ ]  [ ]**

(INTERNAL USE ONLY)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **MULTIPLE APPROVALS** |

 **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

GPS [ ]  [ ]  REGISTRAR and GPS

GRANTS [ ]  [ ]  FINANCE and HUMAN RESOURCES

|  |  |
| --- | --- |
| Flashline User ID       \_\_\_\_\_\_\_\_ @kent.edu  | Request Date      \_\_\_\_\_\_\_\_\_\_\_\_\_ |

PAYROLL [ ]  [ ]  FINANCE and HUMAN RESOURCES

PROVOST [ ]  [ ]  PROVOST and REGISTRAR

RECORDS/BOARD 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

Accounts Receivable Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Admissions Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

COEUS Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

FAMIS Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Financial Aid Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Finance Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

GPS Data Steward (Debbie Barber) Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

IA Advancement Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Information Resource Catalog (Coleen Santee) Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Provost Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Registrar Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

RPIE Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Student Disability Services Data Steward Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Section 3 - To be completed by Information Services**

Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

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

**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**

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.