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| **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**

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| **BUSINESS & FINANCE** |

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| **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 \_\_\_\_\_\_\_\_\_\_\_\_

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| **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*)

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| **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 \_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Read Write**

ADVANCEMENT OFFICERS

ALUMNI RELATIONS

CONSTITUENT

EVENTS

FINANCE

GENERAL FINANCE

GIVING

RESEARCHERS

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

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| **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 \_\_\_\_\_\_\_\_\_\_\_\_

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| **STUDENT** |

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| **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 \_\_\_\_\_\_\_\_\_\_\_\_

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

**Read Write**

PROVOST (*See Multiple Approvals section*)

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

**Read Write**

SCHEDULE

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

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

**Read Write**

FINANCIAL AID (*See Multiple Approvals section*)

SPECIAL PROJECTS (*See Multiple Approvals section*)

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

**Read Write**

COLLEGE

CPM

DEPARTMENT

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| 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 \_\_\_\_\_\_\_\_\_\_\_\_

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| **EXTERNAL APPLICATIONS** |

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

**Read Write**

BLACKBOARD (INTERNAL USE ONLY)

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

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

**Read Write**

MAINTENANCE MANAGEMENT

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

SPACE MANAGEMENT (*See Multiple Approvals section*)

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

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

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| **COEUS** - Lori Burchard |

**Read Write**

COEUS

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

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

**Read Write**

INFORMATION RESOURCE CATALOG

(INTERNAL USE ONLY)

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

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| **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

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| 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.