

Data Warehouse Access Request Form: BRS Data

Use this form if you are requesting *only* BRS data. If requesting BRS *and* SRS data, use the Request for Student/Course Data form.

Check one: <input type="checkbox"/> New Account <input type="checkbox"/> Terminate Access <input type="checkbox"/> Change Privileges - Reason: _____	
Part 1 Identification Information (please print)	
Full Name : _____	
Phone Number: _____ - _____	Organization Name: _____
Campus Address: _____	
Email Address: _____ @ _____	Penn ID Number: _____
Pennkey Name: _____	Oracle ID (for changes, deletions): _____
<p>As an individual whose position requires interaction with any or all of the University's administrative information systems, I may be provided with direct access to confidential and valuable data and/or use of data systems. In the interest of maintaining the integrity of these systems and of ensuring the security and proper use of University resources, I will maintain the confidentiality of my password for all systems to which I have access. I will maintain in strictest confidence the data to which I have access. Any confidential information will not be shared in any manner with others who are unauthorized to view such data. I will use my access to the University's systems for the sole purpose of conducting official business of the University. I understand that the use of these systems and their data for personal purposes is prohibited. I understand that any abuse of access to the University's systems and their data, any illegal use of copying of software, any misuse of the University's equipment may result in disciplinary action, loss of access to the University's systems, and possible sanctions consistent with the University Policy on Adherence to University Policy.</p>	
Requestor signature: _____	Date: ____/____/____
Expiration Date: ____/____/____	<input type="checkbox"/> Consultant

Part 2A Requested Access for: <input type="checkbox"/> BRS	Part 2B Access Level: <i>Only one level of access currently available:</i> <input type="checkbox"/> University Wide
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Part 3 Type of Access Business Objects Full Client (Desktop Intelligence)? <input type="checkbox"/> OR InfoView-only? <input type="checkbox"/> (If neither of the above, please specify method of access: _____)
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Part 4 Authorizing signatures <i>The person named above has my approval for the requested warehouse access.</i> Authorizing (ie., supervisor) Signature: _____ Date: ____/____/____ School/Center Sr. BA Signature: _____ Date: ____/____/____ Student Financial Services Signature: _____ Date: ____/____/____
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Part 5 To be completed by Security Administrator ID assigned: _____ Initial password assigned: _____ Data Administration initials: _____ <input type="checkbox"/> Authorizations in order. Date received: ____/____/____ <input type="checkbox"/> Authorization incomplete. Return to sender. Date returned to Security Administrator: ____/____/____ Date completed: ____/____/____ Remarks:
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Send completed forms to: Data Administration - W.H. Access Suite 265C , 3401 Walnut Street/6228	To request forms: http://www.upenn.edu/computing/da/dw/Access.html
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