

benreports
Access Request Form

BEN Reports provides standard web reports from several of the University's data collections. Access levels and required authorization may vary by collection and are detailed at <http://www.upenn.edu/computing/da/dw/benreports/access.html> .

Part 1: Identification Information (please print)

Check one: New Access Terminate access Change privileges – reason _____

Full Name (include middle initial): _____

Phone Number: _____ - _____ Organization Name: _____

Address: _____

Email Address: _____@_____ PennCard ID Number : _____ PennKey: _____

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. 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 copying of software, and 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.

Requestor signature: _____ Date: ____/____/____ Expiration Date: ____/____/____

Part 2: Requested Reports

Please designate the reports to which you would like to have access, and then complete the corresponding access level information in sections 2A-H.

- A. Facilities Reports (Work Requests)**
- B. Financial Reports (includes Budget/Actual Variance, General Ledger detail)**
- C. GRAM (Grants Reporting and Management System)**
- D. BEN Assets Reports**
- E. ISC Billing (ISC Mainframe Chargeback and and/or Networking and/or Telecommunications detail)**
- F. Express Mail Reports**
- G. Salary Management Reports**
- H. Protocol Reports**
- I. Learning Management Reports**
- J. Proposal Development Pipeline and Grants.gov Reports**

Part 2A - Requested Access for FACILITIES REPORTS:	
<input type="checkbox"/> Facilities Work Requests Reports	University Wide access to this data is granted for all Facilities Reports users.
Part 2B/C - Requested Access for FINANCIAL REPORTS, GRAM, and AIS On-Line*:	
<input type="checkbox"/> Financial Reports <input type="checkbox"/> GRAM	Specify <i>one</i> level of access required for <i>all</i> reports: <input type="checkbox"/> University Wide <input type="checkbox"/> School / Center (Number): _____ <input type="checkbox"/> Organization (Number): _____ <input type="checkbox"/> PI Name(s) – GRAM only: _____
Part 2D - Requested Access for BEN ASSETS REPORTS*:	
<input type="checkbox"/> BEN Assets Reports	University Wide access to this data is granted for all BEN Assets Reports users.

Part 2E - Requested Access for ISC BILLING REPORTS:	
<input type="checkbox"/> ISC Mainframe Chargeback Reports <input type="checkbox"/> ISC Networking Reports <input type="checkbox"/> ISC Telecommunications Reports	Specify <i>one</i> level of access required: <input type="checkbox"/> University Wide <input type="checkbox"/> School / Center (Number): _____ <input type="checkbox"/> Organization (Number): _____
Part 2F- Requested Access for EXPRESS MAIL REPORTS:	
<input type="checkbox"/> Express Mail Reports	Specify <i>one</i> level of access required: <input type="checkbox"/> University Wide <input type="checkbox"/> School / Center (Number): _____ <input type="checkbox"/> Organization (Number): _____ <input type="checkbox"/> Penn Mail Administration
Part 2G- Requested Access for SALARY MANAGEMENT REPORTS*:	
<input type="checkbox"/> Salary Management Reports	Specify <i>one</i> level of access required: <input type="checkbox"/> University Wide <input type="checkbox"/> School / Center (Number): _____ <input type="checkbox"/> Organization (Number): _____
Part 2H - Requested Access for PROTOCOL REPORTS:	
<input type="checkbox"/> Protocol Reports – Regulatory Affairs	Specify <i>one</i> level of access required: <input type="checkbox"/> University Wide <input type="checkbox"/> School / Center (Number): _____ <input type="checkbox"/> Responsible ORG (Number): _____ <input type="checkbox"/> Specific Investigator’s protocols (PI Name(s)): _____
Part 2I - Requested Access for LEARNING MANAGEMENT REPORTS	
<input type="checkbox"/> Learning Management Reports (University-wide access)	
Part 2J - Requested Access for PROPOSAL DEVELOPMENT/PIPELINE& GRANTS.GOV REPORTS*:	
<input type="checkbox"/> Proposal Development Pipeline, Grants.gov Reports	Specify <i>one</i> level of access required: <input type="checkbox"/> University Wide <input type="checkbox"/> School / Center (Number): _____ <input type="checkbox"/> Organization (Number): _____

Part 3: Authorizing Signatures

The person named above has my approval for the requested BEN Reports access.

Authorizing Signature: _____ Date: ____/____/____
(Required for all the reports listed above. This is the signature of the user’s supervisor (for a University employee) or of a Knowledge Link Administrator (for a UPHS employee.))

School/Center Sr. BA Signature: _____ Date: ____/____/____
(Required for all the reports listed above, for University employees only.)

Human Resources Signature: _____ Date: ____/____/____
(*Required for Financial, GRAM and Salary Management reports only – new users.)

Payroll Signature: _____ Date: ____/____/____
(*Required for Financial, GRAM and Salary Management reports only – new users.)

Research Services Signature: _____ Date: ____/____/____
(*Required for Proposal Development Pipeline, Grants.gov Reports only.)

Send completed forms to:

Data Administration – BEN Reports Access
Suite 265C 3401 Walnut Street/6228

To request forms:

Email: benreports@pobox.upenn.edu , or see
<http://www.upenn.edu/computing/da/dw/benreports/access.html>

*Data Administration use only: Certified Financial Training attendance (Sections 2A-C):