

Data Warehouse Access Request Form: BRIM Data

Identification Information (please print)	Check one: <input type="checkbox"/> New ID <input type="checkbox"/> Change privs. <input type="checkbox"/> Remove privs.
Full Name (include middle initial): _____	
Phone Number: _____ - _____ Organization Name: _____	
Address: _____	
Email Address: _____ @ _____ PennCard ID Number: _____	
PennNet ID (network ID): _____ 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: ____/____/____	

<p>Billing and Receivables Information Management System Data (BRIM)</p>	<p>Access Level: Access to BRIM data will be granted with the same organization access Financial Balances (the General Ledger Data Collection) in the Data Warehouse (access is inherited from BEN Financials).</p> <p>Data Warehouse Oracle ID*: _____ (Business Objects username)</p>
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<p>Type of Access Business Objects? <input type="checkbox"/> Windows 95/98 <input type="checkbox"/> WinNT/2000/XP <input type="checkbox"/> No If no, please specify method of access: _____</p>
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<p>Authorizing signatures</p> <p style="text-align: center;"><i>The person named above has my approval for the requested warehouse access.</i></p>	
Authorizing (ie., supervisor) Signature: _____	Date: ____/____/____
School/Center Sr. BA Signature: _____	Date: ____/____/____
Director, : _____ Post Award Financial Administration Signature	Date: ____/____/____

(continued on second page)

To be completed by Security Administrator

ID assigned: _____

Initial password assigned: _____

Data Administration initials: _____

Authorizations in order. Date received: ____/____/____

Authorization incomplete. Return to sender.

Date returned to Security Administrator: ____/____/____ Date completed: ____/____/____

Remarks:

Send completed forms to:
Data Administration - W.H. Access
Suite 265C
3401 Walnut Street/6228

To request forms:
Call 573-6038
or see
URL <http://www.upenn.edu/computing/da/dw/Access.html>

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