

# Data Warehouse Access Request Form: Express Mail Data

Check one:  New Account  
 Terminate Access  
 Change Privileges - Reason: \_\_\_\_\_

## Part 1 Identification Information (please print)

Full Name (include middle initial): \_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_ PennCard ID Number: \_\_\_\_\_

PennKey: \_\_\_\_\_ Oracle ID (for changes, deletions): \_\_\_\_\_

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.

Requestor signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Part 2 Requested Access for:

**Express Mail**  
(*express mail shipping detail and charges*)

## Part 2 Access Level:

- School -- School Number: \_\_\_\_\_  
 Org Number: \_\_\_\_\_  
 University Wide  
 Penn Mail Administration

## Part 3 Type of Access

Business Objects Full Client (Desktop Intelligence)  OR InfoView-only   
(If neither of the above, please specify method of access: \_\_\_\_\_)

## Part 4 Authorizing signatures

*The person named above has my approval for the requested warehouse access.*

Authorizing (ie., supervisor) Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School/Center Sr. BA Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Express Mail Data Steward: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**(Required for Penn Mail Administrator role, University wide access, and for users without General Ledger access)**

## Part 5 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: <http://www.upenn.edu/computing/da/dw/forms.html>