

# Data Warehouse Access Request Form: Financial 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: \_\_\_\_\_ @ \_\_\_\_\_

PennID: \_\_\_\_\_ 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

<p><b>Part 2A Requested Access for:</b></p> <p><input type="checkbox"/> <b>Financial Balances</b></p>	<p><b>Part 2B Access Level:</b></p> <p>BEN Financials ID*: _____                  (Access to Financial Balances will be granted with the same organization access as BEN Financials)</p> <p>*If you do not have a BEN Financials ID, specify level of access desired. Chart of Accounts training is the prerequisite for users without access to BEN Financials.</p> <p><input type="checkbox"/> University Wide  <input type="checkbox"/> School -- School Number: _____  <input type="checkbox"/> Org Number: _____</p>
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<p><b>Part 3A Requested Access for:</b></p> <p><input type="checkbox"/> <b>Salary Management</b></p>	<p><b>Part 3B Access Level:</b> Specify <i>one</i> level of access required.</p> <p><input type="checkbox"/> University Wide  <input type="checkbox"/> School -- School Number: _____  <input type="checkbox"/> Org Number: _____  <input type="checkbox"/> Employee General only* (no salary information)</p>
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<p><b>Part 4A Requested Access for:</b></p> <p><input type="checkbox"/> <b>Position Inventory</b></p>	<p><b>Part 4B Access Level:</b> Specify <i>one</i> level of access required.</p> <p><input type="checkbox"/> University Wide  <input type="checkbox"/> School -- School Number: _____</p>
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(continued on second page)

<b>Part 5A Requested Access for:</b>  <input type="checkbox"/> <b>PennERA Proposals</b>	<b>Part 5B Access Level:</b> Access to Sponsored Projects will be granted with the same organization access as BEN Financials. If you do not have a BEN Financials ID, please specify <i>one</i> level of access:  <input type="checkbox"/> University Wide <input type="checkbox"/> School -- School Number: _____ <input type="checkbox"/> Org Number: _____
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**Part 6 Type of Access**

Business Objects Full Client (Desktop Intelligence)

*OR*

InfoView-only

(If neither of the above, please specify method of access: \_\_\_\_\_ )

**Part 7 Authorizing signatures**

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

Authorizing (ie., supervisor) Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Required for all the data collections listed above)

School/Center Sr. BA Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Required for all the data collections listed above)

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Required for Salary Management\* and Position Inventory only)

Payroll Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Required for Salary Management\* and Position Inventory only)

\*Human Resources and Payroll signatures are *not* required for requests for Salary Management – Employee General access.

**Part 8 To be completed by Security Administrator**

ID assigned: \_\_\_\_\_ Initial password assigned: \_\_\_\_\_  
 Data Administration initials: \_\_\_\_\_

Certified Financial Training attendance. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Authorizations in order. Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Authorization incomplete. Return to sender.

Date returned to Security Administrator: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Remarks:

<b>Send completed forms to:</b> <b>Data Administration - W.H. Access</b> <b>Suite 265C , 3401 Walnut Street/6228</b>	<b>To request forms:</b> see <a href="http://www.upenn.edu/da/dw/Access.html">http://www.upenn.edu/da/dw/Access.html</a> For more information about BusinessObjects and InfoView: see <a href="http://www.upenn.edu/computing/da/dw/querytools.html">http://www.upenn.edu/computing/da/dw/querytools.html</a>
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