

Data Warehouse Access Request Form: Financial Data

NOTE: use this form ONLY if you are requesting access to old, historical data from the Sponsored Projects data collection, and the related financial data. Otherwise, please use the regular Data Warehouse Access Request form for Financial Data (see <http://www.upenn.edu/computing/da/dw/formfin.pdf>)

Part 1 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: ____/____/____	

Part 2A Requested Access for: <input type="checkbox"/> Financial Balances	Part 2B Access Level: BEN Financials ID*: _____ (Access to Financial Balances will be granted with the same organization access as BEN Financials) *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. <input type="checkbox"/> University Wide <input type="checkbox"/> School -- School Number: _____ <input type="checkbox"/> Org Number: _____
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Part 3A Requested Access for: <input type="checkbox"/> Salary Management	Part 3B Access Level: Specify <i>one</i> level of access required. <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)
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Part 4A Requested Access for: <input type="checkbox"/> Position Inventory	Part 4B Access Level: Specify <i>one</i> level of access required. <input type="checkbox"/> University Wide <input type="checkbox"/> School -- School Number: _____
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(continued on second page)

Part 5A Requested Access for: <input type="checkbox"/> Sponsored Projects (use this form ONLY if you really need the old Sponsored Projects data... otherwise, please use the regular Data Warehouse Access form for Financial Data, and request access to PennERA Proposals)	Part 5B Access Level: 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? <input type="checkbox"/> Windows 98 <input type="checkbox"/> Win2000/XP <i>OR</i> InfoView-only? <input type="checkbox"/> (If neither of the above, please specify method of access: _____)
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Part 7 Authorizing signatures <i>The person named above has my approval for the requested warehouse access.</i> 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) Trainer Signature: _____ Date: ____/____/____ (Required only for General Ledger access for non-BEN Financials users, to certify Chart of Accounts training) 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.
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Part 8 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 additional forms: URL http://www.upenn.edu/computing/da/dw/forms.html
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