

Data Access Request Form: Space@Penn

Check one: New Account
 Terminate Access
 Change Privileges - Reason: _____

Part 1 Identification and Authorization

(please print)

Full Name (include middle initial): _____

Phone Number: _____ - _____ Organization Name: _____

Address: _____

Email Address: _____ @ _____

PennKey name: _____ Penn ID (from your Penncard): _____

I understand that this LOGON ID gives me access to administrative computing resources for my exclusive use and support of my work as an employee of or contractor to the University of Pennsylvania, including the Health System. I understand that this access is controlled by my password. I take responsibility for changing my password on a regular basis and for maintaining the secrecy of my password. I understand that I am responsible for anything done on administrative computing resources with my LOGON ID. I take responsibility for maintaining the confidentiality of University information.

Requestor signature: _____ Date: ____/____/____

The individual named above has my permission to access Space@Penn data.

Authorizing Signature (Requestor's Supervisor): _____ Date: ____/____/____

Authorizing Signature (Space Super User) _____ Date: ____/____/____

Expiration Date (if applicable): ____/____/____

Part 2 Type of Access

Business Objects OR InfoView Only OR Other (please specify): _____

Part 3 Requested Access

Query Space@Penn data collection
 Query SpaceHistory@Penn data collection
 Other _____

Part 4 To be completed by the ISC Security Administrator

ID assigned: _____ Initial password assigned: _____

Authorization in order. Date received: ____/____/____
 Authorization incomplete. Return to sender.

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

Part 5 For internal use:

Business Objects
 DW Users
 Notification and listserv
 Business Objects

Data Administration initials: _____:
Date completed ____/____/____

Send completed forms to:
Data Administration - Warehouse Access
Suite 265C, 3401 Walnut Street/6228

To request forms:
see <http://www.upenn.edu/da/dw/Access.html>