

# Data Warehouse Access Request Form: Student/Course

Check one:

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

**Part 1 Identification Information**

(please print)

Full Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

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

PennID#: \_\_\_\_\_ PennKey name: \_\_\_\_\_ 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: \_\_\_\_/\_\_\_\_/\_\_\_\_  Consultant

<p><b>Part 2A: Data Collection</b> (check off all that apply)</p> <p><input type="checkbox"/> <b>Student/Course</b> (incl.BRS) Access to the standard Student/Course collection will be granted <b>after</b> all training is completed.</p> <p><input type="checkbox"/> <b>Provost Office Academic Reports</b> Access to the collection of Student/Course reports in the Provost folder in InfoView. (Provost Office signature required)</p> <p>If you wish to use <i>only</i> BRS – Billing and Receivables data – and you do not plan to use the other student tables, please use the <u><a href="#">BRS Access Request</a></u> form instead of this form.</p> <p><input type="checkbox"/> <b>Worksheet</b> The Academic Planning Worksheet data is only used by certain schools.</p> <p><input type="checkbox"/> <b>DTA</b> Note that access to DTA data will only be granted if you have completed the requirements for Student/Course access and also already have access to the Financial Data collections in the warehouse.</p> <hr style="border-top: 1px dashed black;"/> <p><input type="checkbox"/> <b>Tuition Distribution</b></p> <p>Access to Tuition Distribution has different training and signature requirements than the regular Student/Course collection.</p>	<p><b>Part 2B:</b> <b>Prerequisite Training (check off the ones you have <u>completed</u>)</b></p> <p>I have completed:</p> <p><input type="checkbox"/> SRS training</p> <p><input type="checkbox"/> Web tutorial on Student Data</p> <p>For access to Student/Course data both of the above are required unless you plan to use InfoView only (see Part 2C).</p> <p><b>Comments (if training is not yet completed):</b></p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Tuition Distribution training</p>	<p><b>Part 2C: Query Tool</b></p> <p><input type="checkbox"/> Business Objects Full Client (DesktopIntelligence)</p> <p style="text-align: center;"><b>OR</b></p> <p><input type="checkbox"/> InfoView Only</p> <p style="text-align: center;"><b>OR</b></p> <p>Please specify if you are using a different query tool: _____</p> <p>If you plan to use just the corporate documents on the web -- InfoView Only -- you do not need to complete the prerequisite training (see Part 2B). Note that InfoView Only will restrict your access to other warehouse data collections as well.</p> <hr/> <p><b>Part 2D:</b> <b>Access Level</b></p> <p>Currently only <i>one</i> level of access is available for these data collections.</p> <p><input type="checkbox"/> <b>University Wide</b></p>
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**Part 3 Signatures Authorizing Access to Student/Course Data**

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

1. Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(person who approves SRS accounts in your department, school or center)
  
2. Office of the University Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(required for *all* student data collection types, unless you are only requesting Tuition Distribution)
  
3. Student Financial Services Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(required for Tuition Distribution only)
  
4. Office of the Provost Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(required for Provost Office Academic reports only)

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**Part 4 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:

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**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>

For more information about BusinessObjects and InfoView:

see <http://www.upenn.edu/computing/da/dw/querytools.html>

To request enrollment in the online tutorial about using student data:

write to [da-staff@isc.upenn.edu](mailto:da-staff@isc.upenn.edu)