



Operational Data Store (ODS) Authorization Form

This form is used to: 1) grant access to the Operational Data Store for new users or, 2) modify access to the Operational Data Store for existing users (including departmental transfers). Please fill in the information below and **submit this form to Information Technology Box 210.**

Section 1: Applicant/ODS User Profile Information

Name*: _____ / _____ (please print)
Last Name First Name

Position Title/Department*: _____ Banner User Name (if applicable) _____

Banner ID*: _____ Are you transferring from one department to another? [] Yes [] No (check **one** only)

Terminating Access [] Yes [] No – Banner ID (previous employee) _____ Name: _____

Email Address*: _____ Phone No*: _____

Is this person going to create Reports or Viewing only*:

[] Create Reports – Required In-Class Training for Discoverer Plus.

[] View Reports only – Required In-Class or Web Training for Discoverer Viewer.

***Required Fields**

Section 2: Access to Data Area in ODS

[] Finance (ODS Fund/Organization security is the same as Banner Fund/Organization security)

[] Account Receivable

[] Student

[] Human Resources

[] Financial Aid

[] Alumni/Advancement

Sensitive Data:

[] SSN [] Medical/Disability Information [] Visa Information

Justification for Sensitive Data Access: _____

Student data is protected under FERPA and therefore access to student data must be specifically requested from and authorized by the Registrar.

I understand and agree that I will use my ODS username for legitimate administrative use only, and will use it in compliance with the Computing & Networking Resource and Responsible Use Policy & Guidelines and the Administrative Data Access Policy. I will not share it with others and I understand that misuse may result in disciplinary action being taken by the institution.

Supervisor Signature: _____ Date: _____ Extension: _____

Next Level Supervisor Signature: _____ Date: _____ Extension: _____

Instructions

This authorization form is needed by Information Technology in order to provide you with an ODS username and password. The prerequisite for receiving an ODS username is in-class/web training and approval from security officers from each area that you request above.

ONCE COMPLETED, SEND THIS FORM TO INFORMATION TECHNOLOGY, BOX 210