

**OSU SIS Reporting Access Request Form**

**Access to this system is contingent upon the successful completion of the Institutional Data Policy course on BuckeyeLearn. For more info go to:** [**Institutional Data Policy**](http://go.osu.edu/idp)

**Submit completed request form to** **cio-access@osu.edu****.**

**I. ACCESS REQUESTED FOR:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Employee ID** | **Name.#** |
|  |  |  |

**II. REQUEST TYPE: (**Select type of request by checking the appropriate box.)

 **New Request**



|  |  |
| --- | --- |
| **Name.#** | **Date to be removed** |
|  | Click here to enter a date. |

 **Delete Request**



 **Model Request**



|  |  |
| --- | --- |
| **Model User Name.#** | **Model User Employee ID** |
|  |  |

 Model User Account After:

 Note: Use of this option requires that you verify the Model User's access, and confirm that

        the new user will need **all** of the Model User's access.

I have verified that the model user's access is appropriate for this user



**III. Special Instructions:**

**IV. ACCESS INFORMATION: (Please answer questions in detail. These are required fields.)**

**What specific data will you need to access?**

**How will this data be used?**

**Who else will have access to this data?**

**V. USER MODULE ACCESS REQUESTED:**

 **ODS Access (DWHCRPT):**

  **Admissions**



  **Financial Aid**



  **Student Financials**



  **Student Records**



  **Orientation**



  **Student Health Insurance**



  **Data Warehouse DataMart Snapshots (DWDMOSU):**

**Processing Instructions:**

                (Add any additional information here that is not elsewhere on the form)

  **PS Production Oracle Database Access (CSRPT):**

**Processing Instructions:**

            (Please add a list of tables needed for this account)

**DATA SECURITY COMPLIANCE:**

**By submitting this request form you are acknowledging that said user requires the specified access in accordance with their job functions. This user will be asked to comply with all OSU, federal, state, and local rules and regulations that are**

**applicable to the data and must complete the Institutional Data Policy course as confirmation that they are aware of these responsibilities. (For more info on completing this training go to:** <https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb03069>**)**