



THE OHIO STATE UNIVERSITY

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](#)

Submit completed request form to OTDI-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

Delete Request

Name.#	Date to be removed

Model Request

Model User Account After:

Model User Name.#	Model User Employee ID

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 (DWD MOSU):

Processing Instructions:

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

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.servicenow.com/selfservice/kb_view.do?sysparm_article=kb03069)
