

# ODS User Data Access Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Department (Number/Name): \_\_\_\_\_

CSUID: \_\_\_\_\_ EName: \_\_\_\_\_

**Statement of Use and Understanding**

I understand that data within the ODS is confidential and that the access I am requesting is required to perform my job duties and responsibilities. I understand that individuals working with University records hold a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. I agree that I have read and understand the I.T. Security and Acceptable Use policies of the University and will abide by those policies. I understand that misuse will result in the revocation of my access. If I terminate employment with the University, and/or if I terminate employment with the department or change job duties within the department through which I am now requesting access, the access granted to me will terminate. If I require access in a new department or position, I must repeat this process.

\_\_\_\_\_  
Requestor Signature \_\_\_\_\_  
Date

**Access Request (Access other than listed Roles requires the ODS Restricted Access Request form)**

**Student Data (Routing: #1)**

Student (ARIES\_STUDENT\_DEPT)

**Human Resources Data (Routing: #2)**

Human Resources (HR\_DEPT\_LEVEL\_ACCESS)

\*\* Access to your college/department and all subordinate departments as defined by the University Organizational Structure

**Financial Data (Routing: #3)**

KFS and Legacy FRS (FINANCIAL\_REPORTING)

**Accounts Receivable Data (Routing: #4)**

Accounts Receivable (ARIES\_AR\_DEPT)

**General Directory (Routing: #1 and #2)**

Directory (WEID\_QUERY)

\_\_\_\_\_  
Supervisor (Print/Type) \_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
VP/Dean/Director (Print/Type) \_\_\_\_\_  
Signature \_\_\_\_\_  
Date

**Authorization Routing**

	Data Area	Data Authority	Authorized Signature	Date
1	Student Systems	Chris Seng		
2	Human Resource Systems	Chris Domanik		
3	Financial Systems	Connie MacNaughton		
4	Accounts Receivable	Joe Sparks		
	<i>Information Systems</i>	<i>Alan Hill</i>		

**I.S. Implementation**

I.S. Security Administrator
Date: _____