

OBIEE DATA WAREHOUSE ACCESS REQUEST
[ORACLE BUSINESS INTELLIGENCE ENTERPRISE EDITION (MYWSU PORTAL)]

Washington State University
Enterprise Systems Group
Pullman, WA 99164-2341
509-335-4357

OBIEE includes the Student Information System (SIS) and the Student Financial System (SFS). Access to the OBIEE data warehouses requires completion of OBIEE training and Family Educational Rights and Privacy Act (FERPA) training. See 85.48.

REQUEST TYPE (Check one): NEW CHANGE CANCEL DEPARTMENTAL TRANSFER

EMPLOYEE NAME (First, middle initial, last)	NETWORK ID*	WSU ID NUMBER	TELEPHONE
EMPLOYEE TITLE	POSITION NO.	EMPLOYEE E-MAIL ADDRESS	
DEPARTMENT NAME			DEPARTMENT ORG. NO.

*To obtain a Network ID, see the ITS myNetwork Profile website at: <http://www.wsu.edu/NID/>

LEVELS OF ACCESS (Check as needed to indicate the OBIEE data warehouse(s) to which access is requested.)	<input type="checkbox"/> OBIEE CENSUS <input type="checkbox"/> OBIEE ANSWERS**	DATE FERPA TRAINING COMPLETED**
BUSINESS NEED AND JUSTIFICATION		

** Access to OBIEE Answers requires completion of Family Educational Rights and Privacy Act (FERPA) and OBIEE training. NOTE: Enter the date FERPA training was completed. See 85.48 or contact the Registrar's Office (regarding FERPA training) and Human Resource Services (regarding OBIEE training).

Appropriate Use Statement

I understand that I am responsible for respecting the confidentiality of information accessed via computer information systems. I understand that this information is to be used for official University purposes only. Misuse of system information may result in termination of employment or other disciplinary actions. The security of information is provided for by federal laws, state laws, and University regulations. (See BPPM 90.05, 90.06, and 90.07, and Executive Policy Manual EP8.)

I understand that I am responsible for safeguarding my assigned password. I will not share my password with others. I will store passwords in secure locations. I will contact Information Technology Services Administrative Services and Accounts if I suspect that my password has been compromised.

I understand that unauthorized access to and/or unauthorized use of the University's computer systems or electronic databases may constitute criminal acts under RCW 9A.48.070-.100 and RCW 9A.52.110-.130.

I have read and agree to comply with the Appropriate Use Statement above.

EMPLOYEE SIGNATURE	DATE
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Supervisor Statement

I hereby attest that the employee named above is appointed and works within my area of authority. I attest that the requested roles are appropriate and necessary for the employee to perform job duties. I understand that it is my obligation to ensure that adequate training is provided to the employee in compliance with state and federal laws and University policies governing access to information contained in employee, applicant, and student records.

I also certify that the employee for which access is requested has read and understands the Appropriate Use Statement above.

I understand that it is my responsibility to request removal of this access when the employment relationship with the stated employee is terminated or when he or she transfers out of my area. I also understand that it is my responsibility to provide the effective date for removal of the myWSU portal access roles granted to the employee for work purposes under my area.

I have read and agree to comply with the Supervisor Statement above.

SUPERVISOR SIGNATURE	DATE
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APPROVALS

DEPT. CHAIR OR DIRECTOR NAME	DEPT. CHAIR OR DIRECTOR TITLE	DEPT. CHAIR OR DIRECTOR SIGNATURE	DATE
DEAN OR VICE PRESIDENT NAME	DEAN OR VICE PRESIDENT TITLE	DEAN OR VICE PRESIDENT SIGNATURE	DATE

Obtain signatures as indicated above.

Route approved request to Enterprise Systems Group; e-mail access.sis@wsu.edu; mail code 2341.

FOR ENTERPRISE SYSTEMS GROUP USE ONLY

CASE NUMBER	DATE RECEIVED	DATA CUSTODIAN APPROVALS	
OTHER DETAILS		Data Custodian for OBIEE Student Data Warehouse (Associate Registrar)	<input type="checkbox"/> YES <input type="checkbox"/> NO
		Data Custodian for OBIEE Financial Data Warehouse (Exec. Dir., Bus. Svcs./Controller)	<input type="checkbox"/> YES <input type="checkbox"/> NO