

COGNOS Access Request Form

Who can apply?

This application is for Wright State University staff and faculty with an educational interest and need to access information from one or more of the module areas list below. Applicants will need authorization from their Dept. Chair, College Dean, or Dept. Director.

How do I apply?

1. Print and complete the application below.
2. Have ALL needed signatures signed, including Employee, Employee's Supervisor, and Security Authorizer for the Cognos module needed. ** see below

**** Cognos Module**

Authorizing Office

Finance

General Accounting, 322 University Hall

Student

Registrar, E244 SU

Human Resources

Human Resources, 280 University Hall

Advancement

Advancement Services, 108 Allyn Hall

Financial Aid

E136 Student Union

Other

CaTS, 140X Library Annex (Roy LeMaster)

3. **Route the appropriately signed Cognos Access Request Form to:**

**Roy LeMaster (in CaTS)
140X Library Annex**

Send through interoffice mail or by email.

NO COGNOS ACCESS WILL BE GIVEN WITHOUT SIGNATURES FROM ALL APPROPRIATE SECURITY AUTHORIZERS.

CaTS will email you when your access is available.

COGNOS Access Request Form

Campus User ID: W _ _ _ _ _

Name: _____ I am: Faculty Staff Student

Email: _____

Dept: _____

Campus Address: _____

Campus Phone Number: _____

Please describe the type of information you require in your position:

I agree that I will use the information obtained from COGNOS for authorized purposes required by my position and that I am responsible for any action taken through the use of my account. I understand any unauthorized use will result in the loss of my account. By signing this application, I indicate my understanding and acceptance of the responsibilities as a WSU COGNOS user.

Employee Signature: _____ Date: ___ / ___ / ___

I verify that the applicant for which I am responsible is a WSU faculty/staff/student employee and has a legitimate business need to access the information available through COGNOS.

Supervisor Signature: _____ Date: ___ / ___ / ___

COGNOS ACCESS REQUESTED AND SECURITY AUTHORIZER SIGNATURE(S)

Please circle the module(s) that are required in your position, and route this form to get the signature(s) of the Security authorizer(s) of needed module(s):

FINANCE	Jeff Ulliman _____	FIN AID	Aaron Skira _____
STUDENT	Tylea Brewsaugh _____	ADVANCEMENT	Sau-Chun Lam _____
HR	Tony Whack _____	OTHER	Roy LeMaster _____

WHEN ALL SIGNATURES ARE FILLED IN, FORWARD THIS FORM TO ROY LEMASTER OF CATS.