



User Information

To be filled out by the requestor—please print clearly.

1. Requestor Name:		
<i>Last</i>	<i>First (use full proper name)</i>	<i>Middle</i>
2. University Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No (if "No", please specify your affiliation):		
3. Request Date:		
5. Position:		
7. Email:		8. Phone:
		10. Start Date:

Authorization Request

11. Supervisor Name: <i>(please print)</i>	12. RC Financial Data Approver Name: <i>(please print)</i>
13. Purpose of Request:	
14. Request Type: <input type="checkbox"/> Add New User <input type="checkbox"/> Delete User <input type="checkbox"/> Modify Access of the Existing User (Note: If employee has left the University (terminated), there is no need to Delete access. This happens automatically.)	
15. If requested access is the same as that of an existing employee or is to replace a terminated employee, please list their name	
16. List the BI-GL Central Directory System (CDS) Group Names (the links seen when logging into Cognos from the University Information Portal) to which access is requested: <i>The Group naming convention is BI-GL-xxxx-yyyy-zzzz-PR (PR is optional). xxxx denotes abbreviation for the RC (for example AS for Arts & Sciences); yyyy denotes department/group abbreviated title (for example, WorldHistCtr for World History Center); zzzz denotes the role (either Bsn Adm, Opr, Rst, or Grant); PR denotes whether the person should receive labor reports (HLDR310).</i>	
ADD access to the following CDS Groups (If you have more than 3 groups, list additional groups on an attached separate sheet of paper.)	REMOVE access to the following CDS Groups
1. BI-GL-_____	1. BI-GL-_____
2. BI-GL-_____	2. BI-GL-_____
3. BI-GL-_____	3. BI-GL-_____
<input type="checkbox"/>	
<input type="checkbox"/>	

Access to the University's GL Mart environment requires signed approval your RC Financial Data Approver and your supervisor.

Please complete the form and submit it to your department's **Financial Data Approver**.
 Upon review, a Financial Data Approver will then submit the form to the **University's Financial Data Steward, Peter L. DeNardis** at 1911 CL or pld7@pitt.edu for further processing.
 Questions? See accompanying instructions, or contact the University's Technology Help Desk at 412-624-HELP [4357].

With my signature, I affirm that I have read and understood University Computing, Information and Data Policies 10-02-04, 10-02-05 and 10-02-06, and will abide by these policies, and use the requested data access only as required in the performance of my University duties, as restricted by policy 09-08-01 regarding access to student educational records.

Requestor's Signature _____	Date _____	Financial Data Steward Signature _____ Date _____ CSSD Security Analyst Signature _____ Date _____ Remedy Ticket # _____
Supervisor's Signature _____	Date _____	
RC Financial Data Approver Signature _____	Date _____	