



PLEASE READ CAREFULLY:

Access to the University's GL Data Mart environment requires signed approval from two recognized authorizers: the requestor's supervisor and a Financial Data Approver. Employees may only have authorization privileges on the system to perform their job responsibilities for their department.

Instructions for completing this form:

University employees may request access to the GL Data Mart by filling out the **GL Data Mart Access Federated Authorization Request Form** and securing their supervisor's signature. The form must then be submitted to their Financial Data Approver for approval and signature.

The requestor will be contacted by CSSD Security when the request is completed. Anticipated time for processing is three business days.

The GL Data Mart CDS Group Request Form, and other relevant documents, including a list of RC Financial Data Approvers can be found on the my.pitt.edu web portal under the University Information Portal Community.

If you have any questions, please contact the CSSD Technology Help Desk at 412 624-HELP [4357].

Description of the Fields

Fields to be completed by the Requestor and/or Supervisor:

(please remember to print clearly in your responses to items 1 through 18)

1. **Requestor Name:** Enter the last, first, and middle name of requestor.
2. **University Employee:** If the requestor is a University Employee, select YES. If a non-employee or contractor, select NO.
3. **Request Date:** Enter the date that the requestor completed this form.
4. **Department Code and Description:** Enter the requestor's department or University responsibility center (example: Engineering, School of Medicine, etc.).
5. **Position:** Enter the requestor's formal title or job description.
6. **Building/Room:** Enter the requestor's office location, including campus building and office number.
7. **Email:** Enter the requestor's University email address.
8. **Phone:** Enter the requestor's office phone number.
9. **CDS Username:** Enter the requestor's Central Directory Service (**my.pitt.edu**) username.



10. **Start Date:** Enter the date the GL Data Mart account should be in effect.
11. **Supervisor Name:** Enter the name of the requestor's supervisor.
12. **RC Financial Data Approver Name:** Enter the name of the requestor's Responsibility Center (RC) Financial Data Approver. The list of data approvers can be found at:
<https://technology.secure.pitt.edu/category/all-online-service-request-forms>
13. **Purpose of Request:** If applicable, detail additional information regarding the request.
14. **Request Type:** Check appropriate box regarding action that is to be taken: Add New User, Modify Access for Existing User, or Delete User.
15. **Name of similar access recipient:** Follow instructions on form.
16. **BI-GL CDS Group Names:** List the names of the CDS Groups to which access is to be added or removed. CDS Group names can be found when logging into Cognos via the University Information portal (at my.pitt.edu). Naming convention for CDS Group names is: BI-GL-xxxx-yyyy-zzzz-PR (PR is optional). More specifically:
 - xxxx denotes abbreviation for the RC (for example, AS for Arts & Sciences and MED for Medicine)
 - yyyy denotes department/group abbreviation (WorldHistCtr for World History Center)
 - zzzz denotes the role for the recipient (either BSN ADM, Opr, Rst, or Grant)
 - PR denotes whether the person should receive labor reports (HLDR310)
17. **Include "Run" Capability?** Check the box only if the requestor needs the capability to run reports using self-entered parameters (period, entity, department, purpose, etc.).
18. **Include Query Studio Access?** Check the box only if requestor needs the capability to perform *ad hoc* queries of GL Mart data tables. A description or explanation of the business need for querying the data base must be provided. Query Studio Access will require the requestor to attend a training session.

Fields to be completed by the Requestor, Supervisor and RC Financial Data Approver:

19. **Requestor signature.**
20. **Supervisor signature.**
21. **RC Financial Data Approver signature.**