OAC Financial Warehouse Access Request

Please complete the following form to establish or modify access to the PRISM financial data warehouses. Once completed, please return this form to Pitt IT Business Solutions Customer Assessment located at 3200 Cathedral of Learning or email/fax to fisbfax@cfo.pitt.edu / 412-688-6064 respectively.

To schedule training or if you have any questions, please contact Lily Hoy, Pitt IT Business Solutions, lhoy@cfo.pitt.edu.

Please choose one: ☐ **New User**   ☐ **Existing User**   ☐ **Access Termination**

Effective Date: _____

Requester: _____

Print full "Legal" Name: _____

Department or Division Name: _____ **Responsibility Center #:** _____

Preferred Email Address: _____

Current University Computer Account is : _____

Or My Current PRISM Account User ID is: _____

Additional Comments: _____

_____

Authorization:
As the requester, I affirm that I have read and understand University Computing, Information, and Data Policies:

10-02-04   (https://www.policy.pitt.edu/computer-data-administration-10-02-04)
10-02-05   (https://www.policy.pitt.edu/computer-access-and-use-10-02-05)
10-02-06   (https://www.policy.pitt.edu/university-administrative-computer-data-security-and-privacy-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 the supervisor for the requester, I affirm this request is in accordance with the requester's job function. I will be responsible for taking the appropriate change action, if the requester has a change in employment status.
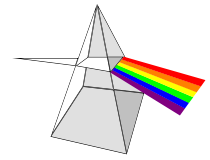
Requester Signature: _____ **Date:** _____ **Phone:** _____

Supervisor Printed Name: _____

Supervisor Signature: _____ **Date:** _____ **Phone:** _____

Authorized RC Signature: _____ **Date:** _____ **Phone:** _____

Customer
Assessment:

System
Administrator:

Last Updated: 4/15/20

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DATA WAREHOUSE Responsibility Request (Inquiry only) Please choose the type of data and role.

Author: Role allows you to perform specific actions, such as creating or editing an analysis and entitles you to access and manage objects, folders, and applications.

Consumer: Role allows you access to group related privileges that pertain to specific requirements and limiting access.

WH Fin Warehouse ☐ Add Author ☐ Add Consumer ☐ Delete

Allows a user to view GL transactions in all financial subcodes, including payroll, for all departmental accounts

WH Emp Acct Warehouse ☐ Add Author ☐ Add Consumer ☐ Delete

Allows a user to view payroll transactions and employee data for individuals assigned to that departmental account.

WH OBIEE Concur ☐ Add Consumer ☐ Delete

Allows a user to view all Concur expense transactions sent to the General Ledger

Special entity requests and justification/special subject areas	Shared directories

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Business Solutions USE ONLY:

☐ PRISM Responsibility _____

Data Restriction App Role _____

Subject areas **EMP** **FIN** **LVL1** **PFIN** **PEMP** **HR** **INSITE**

FINANCE **CONCUR** Other _____

Subject Area App Role(s) _____

☐ Shared Directory App Role _____

System
Administrator _____   Customer
Assessment _____
Date