

DECISION SUPPORT UNIT SECURITY CONTACT ACCESS REQUEST APPLICATION (DS USC APP)

STEP BY STEP INSTRUCTIONS

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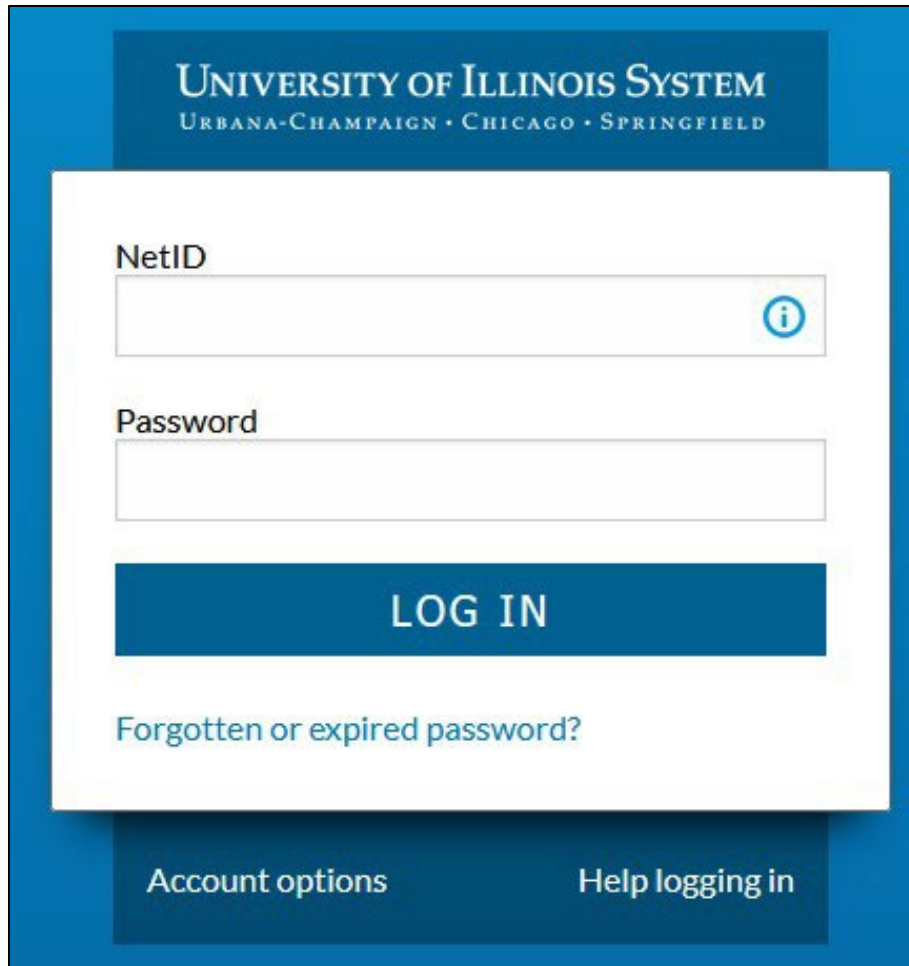
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Decision Support Unit Security Contact Access Request Application (DS USC APP)

The Decision Support USC application can be accessed from the following Link: Decision Support USC Application

Enter your NetID and Password



The screenshot shows a login interface for the University of Illinois System. At the top, the text reads "UNIVERSITY OF ILLINOIS SYSTEM" and "URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD". Below this is a white login box with a blue border. Inside the box, there are two input fields: "NetID" and "Password". The "NetID" field has a small blue information icon (i) on the right side. Below the input fields is a large blue button with the text "LOG IN" in white. Underneath the button is a link that says "Forgotten or expired password?". At the bottom of the login box, there are two links: "Account options" and "Help logging in".

Note that only Unit Security Contacts (USCs) have access to this application.

Home Page

The home page of the Decision Support USC application is comprised of the following sections:

- **Main Menu** – takes you back to this Main Menu page and is available from every section of the application.
- **Logout** – logs you out of the Decision Support USC application and does **NOT** save partially completed requests.
- **EDW User/Individual Account (Add/Remove)** – Request access for a new user or additional access for an existing user who is a university employee.
- **Make changes to existing EDW Application Account** – Request additional access or to remove access for an existing application account. Application accounts only have direct ODBC access to the data and are typically used by other applications to download bulk data.
- **Request new EDW Application Account** – Request a new application account. Application accounts only have direct ODBC access to the data and are typically used by other applications to download bulk data.
- **EDW View Access Request** – View a user’s access requests or requests you have submitted.
- **Access Rights Management (ARM)...application** – Link to the web page for more information on the Access Rights Management (ARM) project, which will replace this DS USC Application and the AITS Security Application.

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You are currently logged in as ahal1

DECISION SUPPORT Main Menu | Logout

Main Menu

[EDW User/Individual Account \(Add/Remove\)](#)

[Make changes to existing EDW Application Account](#)

[Request new EDW Application Account](#)

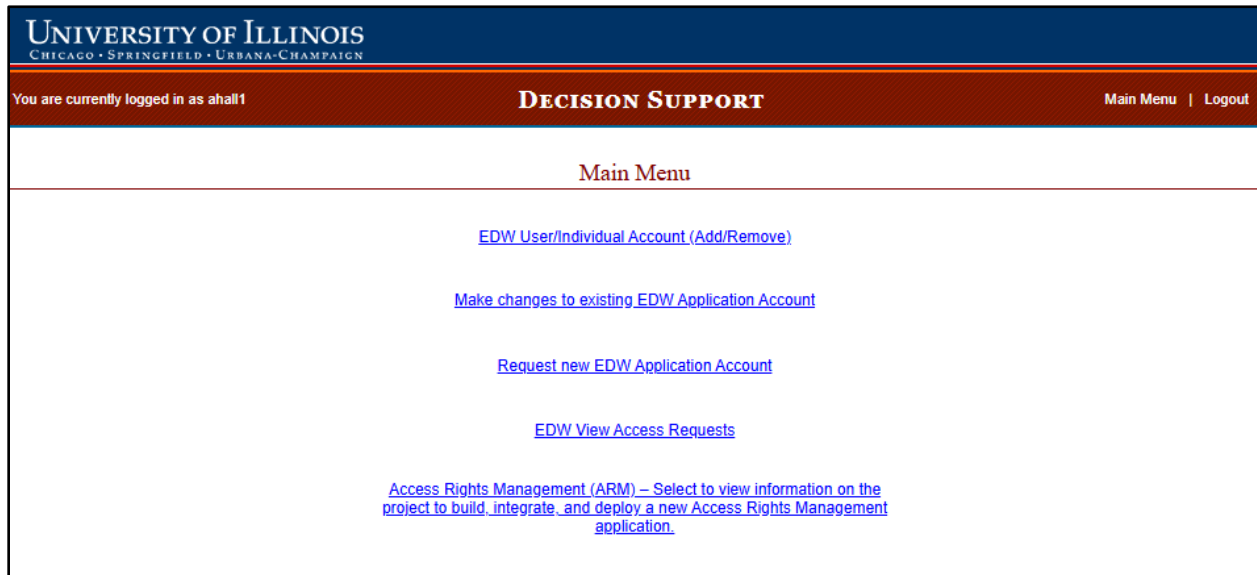
[EDW View Access Requests](#)

[Access Rights Management \(ARM\) – Select to view information on the project to build, integrate, and deploy a new Access Rights Management application.](#)

Note that the Decision Support USC application will automatically log out after 30 minutes of inactivity. Partially completed requests will NOT be saved.

EDW User/Individual Account (Add/Remove)

Request access for a new user or additional access for an existing user who is a University Employee.



The screenshot shows the 'DECISION SUPPORT' application interface. At the top, there is a blue header with the University of Illinois logo and the text 'CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN'. Below this is a dark red navigation bar containing the text 'You are currently logged in as aha11', the title 'DECISION SUPPORT', and links for 'Main Menu' and 'Logout'. The main content area is white and titled 'Main Menu'. It contains several blue hyperlinks: 'EDW User/Individual Account (Add/Remove)', 'Make changes to existing EDW Application Account', 'Request new EDW Application Account', 'EDW View Access Requests', and 'Access Rights Management (ARM) – Select to view information on the project to build, integrate, and deploy a new Access Rights Management application.'

The DS USC App will only allow USCs to request access for an employee with an active job record in Banner. Select EDW User/Individual Account (Add/Remove).

Select the University Employee radio button.



The screenshot shows the 'USC User Request Access' form within the 'DECISION SUPPORT' application. The header and navigation bar are identical to the previous screenshot. The main content area is white and titled 'USC User Request Access'. It features a light gray rectangular box containing two radio buttons: 'University Employee' and 'Non-University Employee'.

Enter the employee's UIN and select Search.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this is a dark red bar with "DECISION SUPPORT" in white, and "You are currently logged in as ahall1" on the left and "Main Menu | Logout" on the right. The main content area has a white background with the title "USC User Request Access" in red. Below the title is a form with two radio buttons: "University Employee" (selected) and "Non-University Employee". Below that is a search bar with "UIN" followed by a text input containing "55555555" and a "Search>>" button.

If the user's First Name, Last Name and Email address are correct, select Confirm User.

This screenshot shows the same page as above, but with the search results displayed. Below the search bar, there is a table with the following information:

First Name	Alexander
Last Name	Hall
Email	ahall1@illinois.edu

Below the table is a blue link labeled "Confirm User".

The USC User Request Access page will list all Previously Completed Access Requests that have been submitted for the employee.

Select Add New Access Requests.

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Main Menu | Logout

DECISION SUPPORT

USC User Request Access

University Employee Non-University Employee

UIN

First Name	Alexander
Last Name	Hall
Email	ahall1@illinois.edu

[Confirm User](#)

Previously Completed Requests				
Date	Job Category	Subject Area	Request Type	Select/Deselect All
08-17-2012	Data Analyst (Limited)	Student Application Census	Add	<input type="checkbox"/>
08-17-2012	Data Analyst (Limited)	STU Registration Census	Add	<input type="checkbox"/>
06-13-2012	Standard Report Access requests	Finance	Add	<input type="checkbox"/>

Select Continue Grant Access.

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You are currently logged in as ahall1

DECISION SUPPORT [Main Menu](#) | [Logout](#)

User Information

First Name	:	Alexander
Middle Name	:	J
Last Name	:	Hall
Telephone no.	:	217 3334543
Email	:	ahall1@illinois.edu
Campus	:	UIUC Urbana / Champaign
College/Unit	:	Admin Info Technology Services
Department	:	Admin Info Technology Services
Title	:	BUS INTELLIGENCE SUPPORT ANLYS

*The User Information displayed above is pulled directly from EDW. If any portion of the information is incorrect, updates must be completed in BANNER.

[Continue Grant Access](#)

Select the DS Job Category that most accurately reflects the employee’s job function. You can **only** select one DS Job Category per request. Requests that include more than one DS Job Category will need to be submitted separately.

Select the Data Subject Area from the pick list. The Data Subject Area corresponds to the type of data (for example, Finance, HR/Pay, Student Registration, etc.) the user needs to access in the Enterprise Data Warehouse. Hold down the CTRL key to select multiple Data Subject Areas.

You can get additional Information about the Job Categories and Subject Areas from the [Enterprise Data Warehouse Access Plan](#) (section 2.2 on the linked webpage).

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You are currently logged in as aha11

DECISION SUPPORT

Main Menu | Logout

Data Desired

DS Job Category You can only select one DS Job Category	Select Data Subject Area Hold down the CTRL key to select multiple Data Subject Areas	User Role Guide
<ul style="list-style-type: none">Agr Consumer/Env SciencesAITS Report DevelopersAITS StaffAnnual USC Security CleanupCapital Programs	<ul style="list-style-type: none">-Select Area-	pdf

*Decision Support Security will verify USC authorization over selected role before access is granted.

Intended Use of Data (Describe)

Has user signed UI Information Security Compliance Form?

No Yes [See Information Security Compliance Form>>](#)

Has user received FERPA training?

No Yes [See FERPA Information>>](#)

In the Intended Use of Data (Describe) box, briefly describe the employee’s access needs and provide a compelling business reason for the access. Due to the sensitivity of certain HR and Student data, access can be provisioned in a number of ways (see examples below). Be sure to include what level of access the employee needs.

- Department level – Access to data is restricted to the employee’s department.
- College level – Access to data is restricted to the employee’s college.
- Campus level – Access to data is restricted to the employee’s campus. Note that campus level access requires campus level approval. Decision Support will obtain this approval after the request is submitted.

For the UI Information Security Compliance Form question, select the appropriate radio button to indicate if the employee has a signed UI Information Security Compliance Form on file.

For the FERPA Training question, select the appropriate radio button. If student data or finance accounts receivable data is being requested, the USC is required to confirm that the employee has completed their campus’s FERPA training. If student data or finance accounts receivable data is being requested and the employee has NOT completed their campus’s FERPA training, access WILL NOT be granted.

When you have completed the form select Submit.

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DECISION SUPPORT

Main Menu | Logout

Data Desired

<p>DS Job Category You can only select one DS Job Category</p> <div style="border: 1px solid #ccc; padding: 2px;"> Capital Programs Course Instructor Course/Timetable Manager Data Analyst (Full) Data Analyst (Limited) </div>	<p>Select Data Subject Area Hold down the CTRL key to select multiple Data Subject Areas</p> <div style="border: 1px solid #ccc; padding: 2px;"> myProposals (General Use) myProposals (IRB and ACC Compliance Officer) STU Catalog and Schedule STU Financial Aid STU Pre-Registration and Registration </div>	<p>User Role Guide</p> <p style="text-align: center;">pdf</p>
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*Decision Support Security will verify USC authorization over selected role before access is granted.

Intended Use of Data (Describe)

Employee needs access to student registration data to provide college leadership with reports on student enrollment trends. Access is needed at the college level.

Has user signed UI Information Security Compliance Form?

No Yes [See Information Security Compliance Form>>](#)

Has user received FERPA training?

No Yes [See FERPA Information>>](#)

The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you and the user.

Select Submit Another Request if you need to submit another request. Select Logout if you are ready to leave the Decision Support USC application.

The screenshot shows the top navigation bar of the Decision Support USC application. The left side of the bar contains the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". The right side contains the text "Main Menu | Logout". Below the navigation bar, the page title "DECISION SUPPORT" is centered. The main content area is white and contains a message box with the following text: "Access request has been successfully submitted. You and the user will receive email notification when the access you requested has been completed." Below the message are two links: "Submit Another Request" and "Logout".

Request to remove access for an existing user

You should request to remove access when a user no longer requires some of their access but still requires an account.

Select EDW User/Individual Account (Add/Remove).

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this, a dark red bar contains the text "You are currently logged in as aha11" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is titled "Main Menu" and contains several blue hyperlinks: "EDW User/Individual Account (Add/Remove)", "Make changes to existing EDW Application Account", "Request new EDW Application Account", "EDW View Access Requests", and "Access Rights Management (ARM) – Select to view information on the project to build, integrate, and deploy a new Access Rights Management application."

Select the University Employee radio button.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this, a dark red bar contains the text "You are currently logged in as aha11" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is titled "USC User Request Access" and contains a form with two radio buttons: "University Employee" and "Non-University Employee".

Enter the employee's UIN and select Search.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this is a dark red bar with "You are currently logged in as ahal1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area has a white background with the heading "USC User Request Access" in red. Below the heading is a form with two radio buttons: "University Employee" (selected) and "Non-University Employee". Below that is a search bar with "UIN" on the left, a text input field containing "55555555", and a "Search>>" button.

If the user's First Name, Last Name and Email address are correct Select Confirm User.

This screenshot shows the same page as the previous one, but with the search results displayed. Below the search bar, there is a table with the following information:

First Name	Alexander
Last Name	Hall
Email	ahal1@illinois.edu

Below the table is a blue link labeled "Confirm User".

The USC User Request Access page will list all Previously Completed Access Requests that have been submitted for the user.

Select the check boxes next to the access requests you'd like to remove, and then select Remove Requested Access.

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Main Menu | Logout

DECISION SUPPORT

USC User Request Access

University Employee Non-University Employee

UIN

First Name	Alexander
Last Name	Hall
Email	ahall1@illinois.edu

[Confirm User](#)

Previously Completed Requests				
Date	Job Category	Subject Area	Request Type	Select/Deselect All
08-17-2012	Data Analyst (Limited)	Student Application Census	Add	<input checked="" type="checkbox"/>
08-17-2012	Data Analyst (Limited)	STU Registration Census	Add	<input checked="" type="checkbox"/>
06-13-2012	Standard Report Access requests	Finance	Add	<input checked="" type="checkbox"/>

Provide a brief reason why the access is being removed.

Select Request Removal.

The screenshot shows a web interface for the University of Illinois. At the top, there is a blue header with the university's name and locations. Below that is a red navigation bar with 'DECISION SUPPORT' in the center and 'Main Menu | Logout' on the right. The main content area is white and titled 'Confirm Removal Of Request Access'. It contains a table with the following data:

Date	Job Category	Subject Area
06-13-2012	Standard Report Access requests	Finance

Below the table is a text area labeled 'Reason for deleting access' with the text: 'User no longer needs access to Finance Standard Reports due to a change in job duties.' At the bottom of the form are two buttons: 'Request Removal' and 'Reset'.

You will be asked to confirm that you would like to remove the access.

Select OK if you would like to continue removing the access or Cancel to keep the access on the user's account.

The screenshot shows a dark grey confirmation dialog box. At the top left is a globe icon and the text 'appserv7.admin.uillinois.edu'. The main text asks 'Are you sure you want to remove access?'. At the bottom right are two buttons: a blue 'OK' button and a grey 'Cancel' button.

The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you. Users are NOT notified when access is removed.

Select Submit Another Request if you need to submit another request. Select Logout if you are ready to leave the Decision Support USC application.

The screenshot displays the Decision Support USC application interface. At the top, there is a dark blue header with the University of Illinois logo and the text "UNIVERSITY OF ILLINOIS CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this is a dark red navigation bar containing the text "DECISION SUPPORT" in the center, "Main Menu | Logout" on the right, and "You are currently logged in as cmerle" on the left. The main content area is white and contains a central message box with a light gray background. The message box contains the following text: "Access request has been successfully submitted. You and the user will receive email notification when the access you requested has been completed." Below the message are two blue hyperlinks: "Submit Another Request" and "Logout".

Request to remove access for a user who has left your department or the University

You should request to remove ALL access when a user leaves your department or the University.

If the user needs access in a new position at the University, their new USC should request the needed access.

Select EDW User/Individual Account (Add/Remove).

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this, a dark red bar contains the text "You are currently logged in as aha11" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is titled "Main Menu" and lists several links: "EDW User/Individual Account (Add/Remove)", "Make changes to existing EDW Application Account", "Request new EDW Application Account", "EDW View Access Requests", and "Access Rights Management (ARM) – Select to view information on the project to build, integrate, and deploy a new Access Rights Management application."

Select the University Employee radio button.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this, a dark red bar contains the text "You are currently logged in as aha11" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is titled "USC User Request Access" and contains a form with two radio buttons: "University Employee" and "Non-University Employee".

Enter the user's UIN and select Search.

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You are currently logged in as aha11

DECISION SUPPORT Main Menu | Logout

USC User Request Access

University Employee Non-University Employee

UIN

If the user's First Name, Last Name and Email address are correct, select Confirm User.

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You are currently logged in as aha11

DECISION SUPPORT Main Menu | Logout

USC User Request Access

University Employee Non-University Employee

UIN

First Name	Alexander
Last Name	Hall
Email	ahall1@illinois.edu

[Confirm User](#)

The USC User Request Access page will list all Previously Completed Access Requests that have been submitted for the user.

Select Remove Account (User has left Department or University)

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You are currently logged in as ahall1
Main Menu | Logout

DECISION SUPPORT

USC User Request Access

University Employee Non-University Employee

UIN

First Name	Alexander
Last Name	Hall
Email	ahall1@illinois.edu

[Confirm User](#)

Previously Completed Requests				
Date	Job Category	Subject Area	Request Type	Select/Deselect All
08-17-2012	Data Analyst (Limited)	Student Application Census	Add	<input type="checkbox"/>
08-17-2012	Data Analyst (Limited)	STU Registration Census	Add	<input type="checkbox"/>
06-13-2012	Standard Report Access requests	Finance	Add	<input type="checkbox"/>

Select Continue Account Removal Request

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You are currently logged in as ahal1

DECISION SUPPORT [Main Menu](#) | [Logout](#)

User Information

First Name	:	Alexander
Middle Name	:	J
Last Name	:	Hall
Telephone no.	:	217 3334543
Email	:	ahal1@illinois.edu
Campus	:	UIUC Urbana / Champaign
College/Unit	:	Admin Info Technology Services
Department	:	Admin Info Technology Services
Title	:	BUS INTELLIGENCE SUPPORT ANLYS

*The User Information displayed above is pulled directly from EDW. If any portion of the information is incorrect, updates must be completed in BANNER.

Provide a brief reason why the account is being removed.

Select Submit.

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You are currently logged in as ahal1

DECISION SUPPORT [Main Menu](#) | [Logout](#)

Account Removal Request

Reason for Account Removal

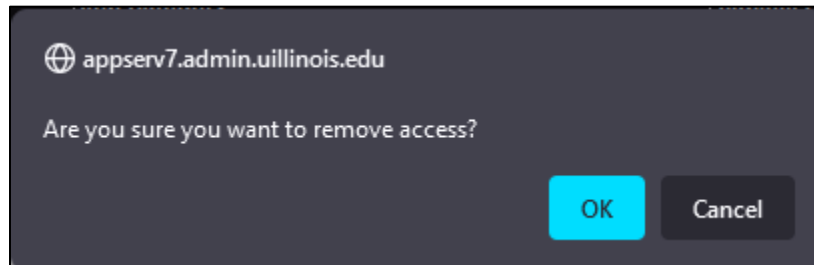
User has left the University.

***Reason for making this request**

User has left the University.

You will be asked to confirm that you would like to remove the access.

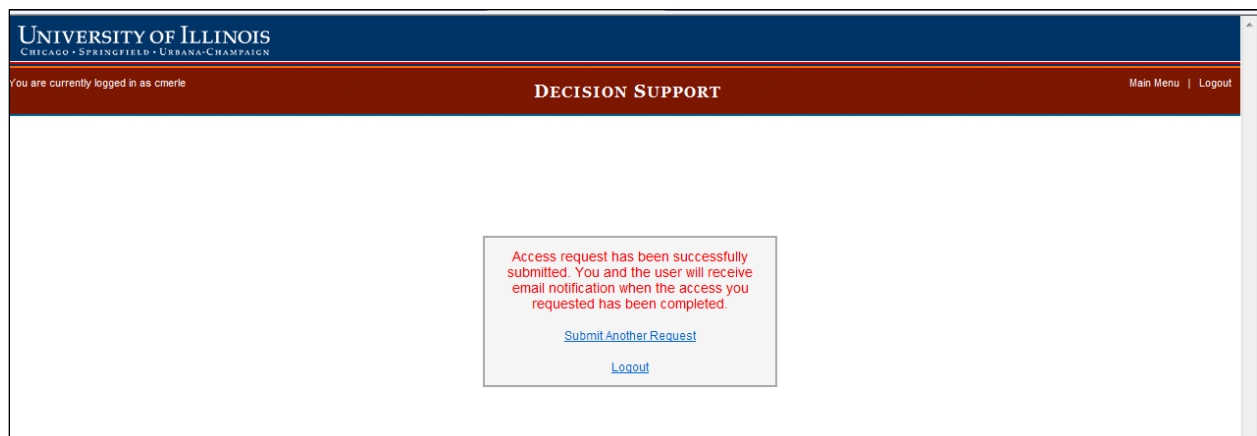
Select OK if you would like to continue removing the access or Cancel to keep the user's account active.



The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you. Users are NOT notified when an account is removed.

Select Submit Another Request if you need to submit another request.

Select Logout if you are ready to leave the Decision Support USC application.



Request access for a new user or additional access for an existing user who is NOT a university employee

The process for requesting access or removing access for Non-University employees is similar to the University Employee Request.

Select Non-University Employee.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this is a dark red bar with "You are currently logged in as ahall1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area has a white background with the title "USC User Request Access" centered. Below the title is a horizontal bar containing two radio buttons: "University Employee" (unselected) and "Non-University Employee" (selected).

Enter the Non-University employee's first and last names.

Select Search.

This screenshot shows the same form as above, but with the search fields completed. The "Non-University Employee" radio button is selected. Below the radio buttons is a search form with two input fields: "First Name" containing "Alexander" and "Last Name" containing "Hall". A "Search >>" button is to the right of the first name field. At the bottom of the form, there is a red error message "User does not exist." and a blue link "Add New Non University Employee >>".

If the user is found, their information will be returned.

If the user is not found, select Add New Non University Employee >>

The screenshot shows a web application interface for the University of Illinois. At the top, there is a blue header with the university logo and name. Below this is a dark red navigation bar containing the text "You are currently logged in as ahal1", "DECISION SUPPORT", and "Main Menu | Logout". The main content area has a white background with the title "USC User Request Access" centered at the top. Below the title, there are two radio buttons: "University Employee" (unselected) and "Non-University Employee" (selected). Underneath, there are two input fields: "First Name" with the value "Alexander" and "Last Name" with the value "Hall". A "Search >>" button is positioned to the right of the first name field. At the bottom of the form, there is a red error message "User does not exist." and a blue link "Add New Non University Employee >>".

Complete the Non-University Employee Entry Form, and select Submit.

- Responsible Person UIN/Name – this should be the UIN/Name for the full-time employee that is responsible for (1) the oversight of the non-university employee, and (2) ensuring that the access to the data will be removed when the employee is no longer working in their unit.
 - The Responsible Person cannot be the USC submitting this form. If you, as USC, need to be listed as the Responsible Person, another USC in your unit will need to submit the form.
- Preferred ID – this should be the NetID of the non-university Employee.

The screenshot shows a web interface for the University of Illinois. At the top, there is a blue header with the university's name and locations. Below that is a red navigation bar with the text "DECISION SUPPORT" and links for "Main Menu" and "Logout". The main content area is titled "Non University Employee Entry Form". It contains a form with several fields, some of which are marked as required with an asterisk. The fields are: Responsible Person UIN, First Name (filled with "Alexander"), Last Name (filled with "Hall"), Middle Name, Preferred Id, Contact no. (three separate boxes), Email, Street Address (three stacked boxes), City, State (a dropdown menu), State Code (a small box with a ">>" button), and Zip Code. At the bottom of the form are "Submit" and "Reset" buttons.

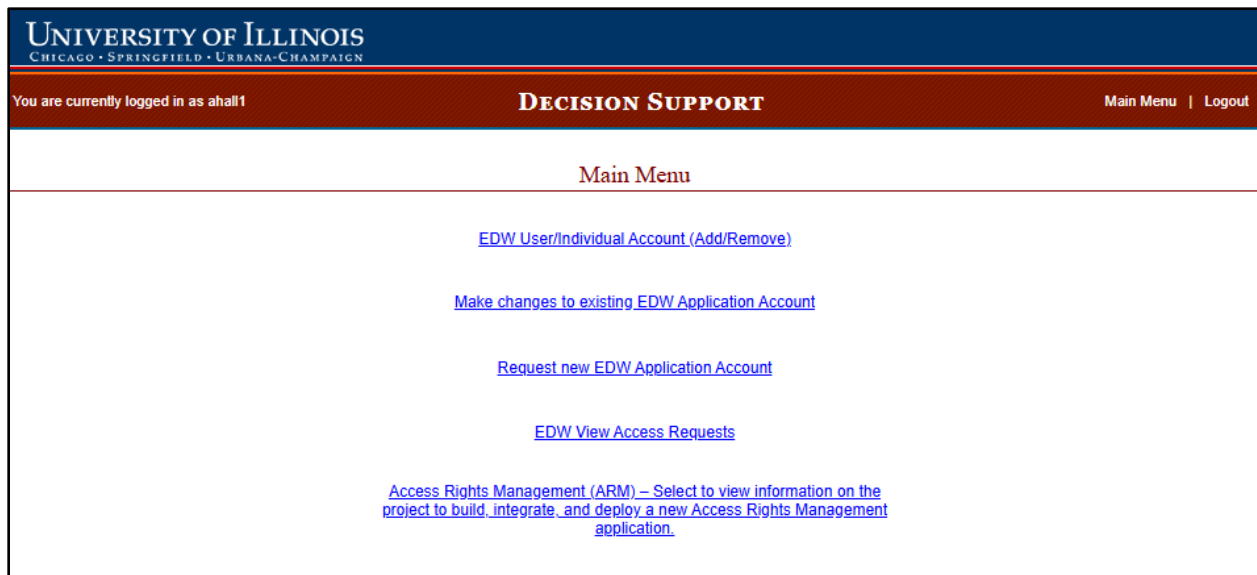
The remaining steps for Adding access, Removing access or Removing an account follow the same process as a University Employee and can be found on pages 4-18.

Make changes to existing EDW Application Account

Request additional access for an EDW Application Account

Application accounts are designated for units with a computer application, or group of applications, that requires scheduled retrievals of data from the Data Warehouse.

Select Make changes to existing EDW Application Account.



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You are currently logged in as ahal1

DECISION SUPPORT

Main Menu | Logout

Main Menu

[EDW User/Individual Account \(Add/Remove\)](#)

[Make changes to existing EDW Application Account](#)

[Request new EDW Application Account](#)

[EDW View Access Requests](#)

[Access Rights Management \(ARM\) – Select to view information on the project to build, integrate, and deploy a new Access Rights Management application.](#)

1) Enter the name of your Application Account

If you are requesting additional access to an existing Application Account, enter the name of the existing Application Account here.

The name, including the underscores, needs to be exact.

1) * Search existing application name

Select Search.

2) The information for the individual responsible for the Application Account should populate the fields in step 2.

2) * Who is the individual responsible for the Application Account ?

UIN	[Redacted]
First Name	[Redacted]
Middle Name	[Redacted]
Last Name	[Redacted]
Telephone no.	[Redacted]
Email	[Redacted]
Campus	[Redacted]
College/Unit	[Redacted]
Department	[Redacted]
Title	[Redacted]
Account associated information :	
The department that owns the account:	[Redacted]
The description for the account:	[Redacted]
Optional additional account owners:	[Redacted]

To make changes to any of the account associated information, please provide the information in section 7 at the end of this form.

Note that (1) a USC cannot request changes to an application account that they are responsible for, and (2) if any changes to the information in this form are needed, please provide that information in section 7.

3) Select the DS Job Category that most accurately reflects the application account’s function. You can **only** select one DS Job Category per request. Requests that include more than one DS Job Category will need to be submitted separately.

Select the Data Subject Area from the pick list. The Data Subject Area corresponds to the type of data (for example, Finance, HR/Pay, Student Registration, etc.) the application account needs to access in the Enterprise Data Warehouse. Hold down the CTRL key to select multiple Data Subject Areas.

3) * Make the selections below to indicate which data the application account requires.

DS Job Category You can only select one DS Job Category	Select Data Subject Area Hold down the CTRL key to select multiple Data Subject Areas
<ul style="list-style-type: none">AITs StaffAnnual USC Security CleanupCapital ProgramsCourse InstructorCourse/Timetable ManagerData Analyst (Full)	-Select Area-

*Decision Support Security will verify USC authorization over selected role before access is granted.

You can get additional Information about the Job Categories and Subject Areas from the [Enterprise Data Warehouse Access Plan](#) (section 2.2 on the linked webpage).

4) Describe the frequency of use and volume of data to be retrieved, and whether this account will need to store data in the warehouse.

4) * What will be the frequency of use and volume of data retrieved? Does the account need to store data in the Data warehouse database?

5) Describe the business reason for the requested access.

5) * What is the business reason for the requested access? If requesting HR, Student or Archibus accesses that are limited by CCD (campus/college/dept) settings, what are the requested data security restrictions (university campus, college, department settings)? Refer to the Access Plan on the USC website if needed. If requesting campus or system wide access, and/or sensitive data (e.g. SSN, Race/Ethnicity, etc.) please provide a business justification.

6) Provide the name of the individual responsible for the Application's security plan to ensure appropriate downstream use of the data retrieved. This will likely be the employee listed in step 2 but may be a separate technical or functional owner of the account.

6) * Should there be any questions about the security of the data used by the Application, who is the individual responsible for the Application's security plan to ensure appropriate downstream use of the data retrieved.

7) Please provide information about whether the data will be sent outside of the University of Illinois System. Also, add any information regarding pre-populated information in step 2 that needs to be updated.

7) Will this data be sent to an external destination outside the University of Illinois System? If so, have you worked with your campus Privacy and Security Office for approval?

Indicate whether the individual identified in step 2 has a signed UI Information Security Compliance Form on file, and whether that individual has completed their campus's FERPA training.

Read and confirm that you understand the guidelines and restrictions.

Select Submit.

8) * Has user signed UI Information Security Compliance Form?

No

Yes

[See Information Security Compliance Form>>](#)

9) * Has user received FERPA training?

No

Yes

[See FERPA Information>>](#)

* I have read and understand the [guidelines and restrictions](#) for a Data Warehouse Application account.

Yes

The default creation of an application account does not include provisioning for EDDIE. If this account will need access to Business Objects, please specify this need clearly in an email to dssecurity2@mx.uillinois.edu after submitting this form.

Application may take some time to respond on submission. Please click Submit only once.

The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you.

Note that, by default, application accounts are not provisioned with access to use EDDIE. Please email [DS Security](#) if this application account will need access to Business Objects as well.

Select Submit Another Request if you need to submit another request. Select Logout if you are ready to leave the Decision Support USC application.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as cmerle

DECISION SUPPORT

Main Menu | Logout

Access request has been successfully submitted. You and the user will receive email notification when the access you requested has been completed.

[Submit Another Request](#)

[Logout](#)

Request to remove access for an EDW Application Account

To remove access for an EDW Application Account, please contact [DS Security](#).

Request new EDW Application Account

Application accounts are designated for units with a computer application, or group of applications, that requires scheduled retrievals of data from the Data Warehouse.

Select Request new EDW Application Account.

The screenshot shows the 'DECISION SUPPORT' main menu. At the top, it says 'UNIVERSITY OF ILLINOIS CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN'. Below that, it indicates 'You are currently logged in as ahall1' and 'Main Menu | Logout'. The main menu items are: 'EDW User/Individual Account (Add/Remove)', 'Make changes to existing EDW Application Account', 'Request new EDW Application Account', 'EDW View Access Requests', and 'Access Rights Management (ARM) - Select to view information on the project to build, integrate, and deploy a new Access Rights Management application.'

1) Enter the name of your Application Account

1) * Enter New application name

- The naming convention we use for application accounts is APP_XYZ123_Campus, where XYZ123 is an acronym for the department and application, and Campus is UIC/UIUC/UIS.
- Examples: APP_SUPCOM_UIUC and APP_CAS_UIUC

2) Enter the UIN for the individual responsible for the Application Account and select Search.

- The individual's information will populate the gray fields under the UIN.
- List the campus and department for the unit that will own this application account, the affiliated application/system or a brief description of the use of data and include any other functional or technical owners that should be associated with this application account.

2) * Who is the individual responsible for the Application Account ?

UIN	<input type="text" value="00000000000000000000"/> <input type="button" value="Search>>"/>
First Name	<input type="text" value="John"/>
Middle Name	<input type="text" value="D"/>
Last Name	<input type="text" value="Doe"/>
Telephone no.	<input type="text" value="618"/> <input type="text" value="234"/> <input type="text" value="5678"/>
Email	<input type="text" value="John.Doe@uiowa.edu"/>
Campus	<input type="text" value="Urbana-Champaign"/>
College/Unit	<input type="text" value="College of Business"/>
Department	<input type="text" value="Information Technology Dept"/>
Title	<input type="text" value="Senior Analyst"/>
List the University Campus, Department number, and Department name for the unit that will own this application account.	<input type="text"/>
Provide the affiliated application/system and/or a brief description of the use of this account.	<input type="text"/>
(Optional) If desired, list an additional functional owner or technical owners. For each person provide the owner type, their name and their netid.	<input type="text"/> <input type="button" value="+"/>
	<input type="radio"/> Functional owner <input type="radio"/> Technical owner

Note that (1) a USC cannot request an application account that they will be responsible for, and (2) if any changes to the information in this form are needed, please provide that information in section 7.

3) Select the DS Job Category that most accurately reflects the application account's function. You can **only** select one DS Job Category per request. Requests that include more than one DS Job Category will need to be submitted separately.

Select the Data Subject Area from the pick list. The Data Subject Area corresponds to the type of data (for example, Finance, HR/Pay, Student Registration, etc.) the application account needs to access in the Enterprise Data Warehouse. Hold down the CTRL key to select multiple Data Subject Areas.

3) * Make the selections below to indicate which data the application account requires.

DS Job Category You can only select one DS Job Category	Select Data Subject Area Hold down the CTRL key to select multiple Data Subject Areas
AITS Staff Annual USC Security Cleanup Capital Programs Course Instructor Course/Timetable Manager Data Analyst (Full)	-Select Area-

*Decision Support Security will verify USC authorization over selected role before access is granted.

You can get additional Information about the Job Categories and Subject Areas from the [Enterprise Data Warehouse Access Plan](#) (section 2.2 on the linked webpage).

4) Describe the frequency of use and volume of data to be retrieved, and whether this account will need to store data in the warehouse.

4) * What will be the frequency of use and volume of data retrieved? Does the account need to store data in the Data warehouse database?

5) Describe the business reason for the requested access.

5) * What is the business reason for the requested access? If requesting HR, Student or Archibus accesses that are limited by CCD (campus/college/dept) settings, what are the requested data security restrictions (university campus, college, department settings)? Refer to the Access Plan on the USC website if needed. If requesting campus or system wide access, and/or sensitive data (e.g. SSN, Race/Ethnicity, etc.) please provide a business justification.

6) Provide the name of the individual responsible for the Application's security plan to ensure appropriate downstream use of the data retrieved. This will likely be the employee listed in step 2 but may be a separate technical or functional owner of the account.

6) * Should there be any questions about the security of the data used by the Application, who is the individual responsible for the Application's security plan to ensure appropriate downstream use of the data retrieved.

7) Please provide information about whether the data will be sent outside of the University of Illinois System. Also, add any information regarding pre-populated information in step 2 that needs to be updated.

7) Will this data be sent to an external destination outside the University of Illinois System? If so, have you worked with your campus Privacy and Security Office for approval?

Indicate whether the individual identified in step 2 has a signed UI Information Security Compliance Form on file, and whether that individual has completed their campus's FERPA training.

Read and confirm that you understand the guidelines and restrictions.

Select Submit.

8) * Has user signed UI Information Security Compliance Form?

No

Yes

[See Information Security Compliance Form>>](#)

9) * Has user received FERPA training?

No

Yes

[See FERPA Information>>](#)

* I have read and understand the [guidelines and restrictions](#) for a Data Warehouse Application account.

Yes

The default creation of an application account does not include provisioning for EDDIE. If this account will need access to Business Objects, please specify this need clearly in an email to dssecurity2@mx.uillinois.edu after submitting this form.

Application may take some time to respond on submission. Please click Submit only once.

The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you.

Note that, by default, application accounts are not provisioned with access to use EDDIE. Please email [DS Security](#) if this application account will need access to Business Objects as well.

Select Submit Another Request if you need to submit another request. Select Logout if you are ready to leave the Decision Support USC application.

UNIVERSITY OF ILLINOIS
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You are currently logged in as cmerle

DECISION SUPPORT

Main Menu | Logout

Access request has been successfully submitted. You and the user will receive email notification when the access you requested has been completed.

[Submit Another Request](#)

[Logout](#)

EDW View Access Requests

The Decision Support USC application allows USCs to review the status of requests for University Employees, Non-University Employees, or requests that USC has submitted.

Review Request Status for a University Employee

Select EDW View Access Requests.

The screenshot shows the top navigation bar of the Decision Support application. It includes the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the logo, it says "You are currently logged in as ahall1". The main title "DECISION SUPPORT" is centered, with "Main Menu | Logout" on the right. The main content area is titled "Main Menu" and contains several blue hyperlinks: "EDW User/Individual Account (Add/Remove)", "Make changes to existing EDW Application Account", "Request new EDW Application Account", "EDW View Access Requests", and "Access Rights Management (ARM) – Select to view information on the project to build, integrate, and deploy a new Access Rights Management application."

Select University Employee.

The screenshot shows the "Review Request Status" page in the Decision Support application. It features the same top navigation bar as the previous screenshot. The main content area is titled "Review Request Status" and contains a form with three radio button options: "Non University Employee", "Requests I Submitted", and "University Employee".

Enter the employee's UIN and select Search.

All requests will be displayed, but you can limit the results by using the Request Status drop down menu.

Request Status		ALL
		ALL
		Cancelled by USC
		Completed Requests
		Denied Requests
		No Action Required by DS
		Pending More Information
		Submitted Requests
		Training Requirement Not Met

Date	Access Request #
01-24-2022	56330
11-29-2021	56001

Note that this list does not necessarily show what access the employee currently has; just the requests that were submitted.

The most reliable way for a USC to see current access is to use the USC Standard Report in EDDIE – [Data Access for Users in Orgs of USC](#).

Review Request Status for a Non-University Employee

Select EDW View Access Requests.

The screenshot shows the 'Main Menu' page of the 'DECISION SUPPORT' system. The header includes the University of Illinois logo and the user's login information: 'You are currently logged in as ahal1'. The main menu contains several links: 'EDW User/Individual Account (Add/Remove)', 'Make changes to existing EDW Application Account', 'Request new EDW Application Account', 'EDW View Access Requests', and 'Access Rights Management (ARM) - Select to view information on the project to build, integrate, and deploy a new Access Rights Management application.'

Select Non University Employee.

The screenshot shows the 'Review Request Status' page. It features three radio buttons for selection: 'Non University Employee', 'Requests I Submitted', and 'University Employee'. The 'Non University Employee' option is selected.

Enter the Non-University employee's first and last names.

The screenshot shows the 'USC User Request Access' page. It has two radio buttons: 'University Employee' and 'Non-University Employee', with the latter selected. Below, there are input fields for 'First Name' (containing 'Alexander') and 'Last Name' (containing 'Hall'), along with a 'Search>>' button.

All requests will be displayed, but you can limit the results by using the Request Status drop down menu.

Request Status		ALL
		ALL
		Cancelled by USC
		Completed Requests
		Denied Requests
		No Action Required by DS
		Pending More Information
		Submitted Requests
		Training Requirement Not Met

Total Milliseconds of Load	Date	Access Request #
	01-24-2022	56330
	11-29-2021	56001

Review Request Status for Requests YOU have Submitted

Select EDW View Access Requests.

The screenshot shows the 'Main Menu' page of the Decision Support system. The header includes the University of Illinois logo and the text 'CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN'. Below the header, it says 'You are currently logged in as ahall1' and 'DECISION SUPPORT' with links for 'Main Menu' and 'Logout'. The main content area is titled 'Main Menu' and contains several blue links: 'EDW User/Individual Account (Add/Remove)', 'Make changes to existing EDW Application Account', 'Request new EDW Application Account', 'EDW View Access Requests', and 'Access Rights Management (ARM) – Select to view information on the project to build, integrate, and deploy a new Access Rights Management application.'

Select Requests I Submitted.

The screenshot shows the 'Review Request Status' page of the Decision Support system. The header is identical to the previous screenshot. The main content area is titled 'Review Request Status' and contains three radio button options: 'Non University Employee', 'Requests I Submitted', and 'University Employee'. The 'Requests I Submitted' option is currently selected.

Check the Include User Detail check box. If this box is not checked, the request list will be displayed without indicating which user the request was submitted.

Select Get Results. If you have submitted numerous requests, it may take a few minutes to load all of the data.

This screenshot is similar to the previous one, but with the 'Include User Detail' checkbox checked. Below the radio buttons, there is a checkbox labeled 'Include User Detail' which is checked, and a button labeled 'Get Requests>>'. A red warning message below the checkbox states: 'Checking "Include User Detail" will increase page load time.'

All requests will be displayed, but you can limit the results by using the Request Status drop down menu.

Request Status		ALL
		ALL
		Cancelled by USC
		Completed Requests
		Denied Requests
		No Action Required by DS
		Pending More Information
		Submitted Requests
		Training Requirement Not Met

Total Milliseconds of Load	Date	Access Request #
	01-24-2022	56330
	11-29-2021	56001