

**Kent State University**  
**Request for Cognos Reporting – Report Author and**  
**Internal Administrative Folder Access**

**Instructions:** Collect signatures and email to amgroup\_dco@kent.edu or send to Access Management Group (Stewart Hall 231). Call for assistance at 330-672-1366.

**Section 1 - User information, to be completed by requesting department security administrator**

**(A) Employee Information**

Employee Name \_\_\_\_\_ Campus phone \_\_\_\_\_  
 Department \_\_\_\_\_ Position/Title \_\_\_\_\_  
 Flashline User ID \_\_\_\_\_@kent.edu Banner ID \_\_\_\_\_

**(B) Access requirements**

Request type (check one):  Add User  Remove User  Replace Permissions  Additional Access  
 Access Method:  Consumer (run reports)  Report/Query Studio (report author)  
 Purpose \_\_\_\_\_

**(C) Unit Authorization**

Unit Security Admin Name \_\_\_\_\_  
 Unit Security Admin Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: A signed confidentiality agreement must accompany this request unless the user has already submitted one.**

**Section 2 - Security profiles, to be completed by data steward for appropriate business unit**

**BUSINESS & FINANCE**  
**FINANCE - Tammy Slusser (Schwartz Center)**

	Read	Write
ACCOUNTS PAYABLE	<input type="checkbox"/>	<input type="checkbox"/>
ADMISSION FEE RECONCILIATION (See Multiple Approvals section)		
ALUMNI (See Multiple Approvals section)		
BAS	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET (See Multiple Approvals section)		
CONTROLLER	<input type="checkbox"/>	<input type="checkbox"/>
FIXED ASSETS	<input type="checkbox"/>	<input type="checkbox"/>
GRANTS (See Multiple Approvals section)		
INTERNAL AUDIT	<input type="checkbox"/>	<input type="checkbox"/>
PAYROLL (See Multiple Approvals section)		
PROCUREMENT	<input type="checkbox"/>	<input type="checkbox"/>

Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACCOUNTS RECEIVABLE - Stina Olafsdottir / Leah Quinlivan (Schwartz Center)**

BURSAR (See Multiple Approvals section)  
 BURSAR – ARS MANAGER REPORTS (See Multiple Approvals section)  
 BURSAR – BURSAR (See Multiple Approvals section)  
 BURSAR MISCELLANEOUS (See Multiple Approvals section)

Flashline User ID \_\_\_\_\_@kent.edu Request Date \_\_\_\_\_

**HUMAN RESOURCES - Tia Laughlin / Maria Terleckyj (Herr Hall)**

	Read	Write		Read	Write
ACADEMIC PERSONNEL	<input type="checkbox"/>	<input type="checkbox"/>	RECORDS/BOARD RPORTS	<i>(See Multiple Approvals)</i>	
AFFIRMATIVE ACTION	<input type="checkbox"/>	<input type="checkbox"/>	RECORDS/EMPLOYEE REPORTS	<i>(See Multiple Approvals)</i>	
BENEFITS	<input type="checkbox"/>	<input type="checkbox"/>	RECORDS/JOB REPORTS	<i>(See Multiple Approvals)</i>	
CAREER SERVICES	<i>(See Multiple Approvals)</i>		RECORDS/LABEL INFO REPORTS	<i>(See Multiple Approvals)</i>	
COMPENSATION	<input type="checkbox"/>	<input type="checkbox"/>	RECORDS/LEAVE REPORTS	<i>(See Multiple Approvals)</i>	
EMPLOYEE RELATIONS	<input type="checkbox"/>	<input type="checkbox"/>	RECORDS/SCHEDULED REPORTS	<i>(See Multiple Approvals)</i>	
EMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	TRAINING & DEVELOPMENT	<input type="checkbox"/>	<input type="checkbox"/>
FEE WAIVER	<i>(See Multiple Approvals section)</i>		UNITED WAY	<input type="checkbox"/>	<input type="checkbox"/>
LABOR RELATIONS	<input type="checkbox"/>	<input type="checkbox"/>	VP-HR	<input type="checkbox"/>	<input type="checkbox"/>
PEOPLE ADMIN	<input type="checkbox"/>	<input type="checkbox"/>			
			RECORDS/Data Clean-up Reports	<i>(See Multiple Approvals)</i>	

Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

**IA ADVANCEMENT - Kathleen Abel / Julie Vandegrift**

	Read	Write
ADVANCEMENT OFFICERS	<input type="checkbox"/>	<input type="checkbox"/>
ALUMNI RELATIONS	<input type="checkbox"/>	<input type="checkbox"/>
CONSTITUENT	<input type="checkbox"/>	<input type="checkbox"/>
EVENTS	<input type="checkbox"/>	<input type="checkbox"/>
FINANCE	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL FINANCE	<input type="checkbox"/>	<input type="checkbox"/>
GIVING	<input type="checkbox"/>	<input type="checkbox"/>
RESEARCHERS	<input type="checkbox"/>	<input type="checkbox"/>

Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTITUTIONAL RESEARCH - Sandra Brown**

	Read	Write
15 <sup>TH</sup> DAY STATS	<input type="checkbox"/>	<input type="checkbox"/>
REPORTS – 15 <sup>TH</sup> DAY STATS	<input type="checkbox"/>	<input type="checkbox"/>
REPORTS – COURSE	<input type="checkbox"/>	<input type="checkbox"/>
REPORTS – DIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>
REPORTS – HR	<input type="checkbox"/>	<input type="checkbox"/>
REPORTS – STUDENT	<input type="checkbox"/>	<input type="checkbox"/>
RPIE (ADMIN)	<i>(See Multiple Approvals section)</i>	
RPIE STAFF	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT EMPLOYEES	<input type="checkbox"/>	<input type="checkbox"/>

Signature \_\_\_\_\_ Date \_\_\_\_\_

Flashline User ID \_\_\_\_\_ @kent.edu

Request Date \_\_\_\_\_

**STUDENT****ADMISSIONS** - Brian Pekarek (208 Schwartz Center)

	<b>Read</b>	<b>Write</b>
ADMISSIONS	<input type="checkbox"/>	<input type="checkbox"/>
AOS	<i>(See Multiple Approvals section)</i>	
APPLICATION SECURITY	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE	<input type="checkbox"/>	<input type="checkbox"/>
DAILY EDITS	<i>(See Multiple Approvals section)</i>	
DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>
GRADUATE STUDIES	<i>(See Multiple Approvals section)</i>	
INTERNATIONAL	<input type="checkbox"/>	<input type="checkbox"/>
REGIONAL	<input type="checkbox"/>	<input type="checkbox"/>
TRANSFER CENTER	<i>(See Multiple Approvals section)</i>	
EDW - RECRUITING AND ADMISSION	<input type="checkbox"/>	

Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROVOST / ACADEMIC AFFAIRS** - Therese Tillett / Jennifer Kellogg (Library)

	<b>Read</b>	<b>Write</b>
PROVOST	<i>(See Multiple Approvals section)</i>	

**SCHEDULE** - Gail Rebeta / Lynette Johnson (Schwartz Center)

	<b>Read</b>	<b>Write</b>
SCHEDULE	<input type="checkbox"/>	<input type="checkbox"/>

Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT FINANCIAL AID** - Mark Evans / Steven Minnich (Schwartz Center)

	<b>Read</b>	<b>Write</b>
FINANCIAL AID	<i>(See Multiple Approvals section)</i>	
SPECIAL PROJECTS	<i>(See Multiple Approvals section)</i>	

**STUDENT RECORDS (REGISTRAR)** - Gail Rebeta / Lynette Johnson (Schwartz Center)

	<b>Read</b>	<b>Write</b>
COLLEGE	<input type="checkbox"/>	<input type="checkbox"/>
CPM	<input type="checkbox"/>	<input type="checkbox"/>
DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>
EHHS	<input type="checkbox"/>	<input type="checkbox"/>
GPS	<i>(See Multiple Approvals section)</i>	
GSM	<input type="checkbox"/>	<input type="checkbox"/>
INTERNATIONAL	<input type="checkbox"/>	<input type="checkbox"/>
REGIONAL	<input type="checkbox"/>	<input type="checkbox"/>
REGISTRAR	<i>(See Multiple Approvals section)</i>	
STUDENT ACCESSIBILITY SVCS	<i>(See Multiple Approvals section)</i>	
UNIVERSITY HEALTH SVCS	<i>(See Multiple Approvals section)</i>	
US-RAGS	<input type="checkbox"/>	<input type="checkbox"/>
EDW - ENROLLMENT		<input type="checkbox"/>
EDW - COURSE REGISTRATION		<input type="checkbox"/>

Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

Flashline User ID \_\_\_\_\_ @kent.edu

Request Date \_\_\_\_\_

**EXTERNAL APPLICATIONS**

**FAMIS – MAINTENANCE MANAGEMENT - Cindy Gary**

MAINTENANCE MANAGEMENT                      **Read**    **Write**  
                        
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**FAMIS – SPACE MANAGEMENT - Mike Bruder**

SPACE MANAGEMENT                                      *(See Multiple Approvals section)*  
 OFFICE OF THE UNIVERSITY ARCHITECT                      *(See Multiple Approvals section)*

**COEUS - Lori Burchard**

COEUS    **Read**    **Write**  
      
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**MULTIPLE APPROVALS**

	<b>Read</b>	<b>Write</b>	<b>Approval Required</b>
ALUMNI	<input type="checkbox"/>	<input type="checkbox"/>	FINANCE and IA ADVANCEMENT
ADMISSION FEE RECONCILIATION	<input type="checkbox"/>	<input type="checkbox"/>	ACCOUNTS RECEIVABLE & ADMISSIONS & FINANCE
ADMISSIONS - AOS	<input type="checkbox"/>	<input type="checkbox"/>	ADMISSIONS and REGISTRAR
ADMISSIONS –GRADUATE STUDIES	<input type="checkbox"/>	<input type="checkbox"/>	ADMISSIONS and REGISTRAR
ADMISSIONS – DAILY EDITS	<input type="checkbox"/>	<input type="checkbox"/>	ADMISSIONS and REGISTRAR
ADMISSIONS -TRANSFER CENTER	<input type="checkbox"/>	<input type="checkbox"/>	ADMISSIONS and REGISTRAR
BUDGET	<input type="checkbox"/>	<input type="checkbox"/>	FINANCE and HUMAN RESOURCES and REGISTRAR
BURSAR	<input type="checkbox"/>	<input type="checkbox"/>	ACCOUNTS RECEIVABLE & FINANCE & FINANCIAL AID & REGISTRAR
BURSAR – ARS MANAGER REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	ACCOUNTS RECEIVABLE & FINANCE & FINANCIAL AID & REGISTRAR
BURSAR - BURSAR	<input type="checkbox"/>	<input type="checkbox"/>	ACCOUNTS RECEIVABLE & FINANCE & FINANCIAL AID & REGISTRAR
BURSAR MISCELLANEOUS	<input type="checkbox"/>	<input type="checkbox"/>	ACCOUNTS RECEIVABLE & FINANCE & FINANCIAL AID & REGISTRAR
CAREER SERVICES	<input type="checkbox"/>	<input type="checkbox"/>	HUMAN RESOURCES and REGISTRAR
FAMIS OFFICE OF UNIVERSITY ARCHITECT	<input type="checkbox"/>	<input type="checkbox"/>	FAMIS and REGISTRAR and FINANCE
FAMIS SPACE MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	FAMIS and REGISTRAR and FINANCE
FEE WAIVER	<input type="checkbox"/>	<input type="checkbox"/>	HUMAN RESOURCES and ACCOUNTS RECEIVABLE and REGISTRAR
FINANCIAL AID	<input type="checkbox"/>	<input type="checkbox"/>	ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES
FINANCIAL AID SPECIAL PROJECTS	<input type="checkbox"/>	<input type="checkbox"/>	ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES
GPS	<input type="checkbox"/>	<input type="checkbox"/>	REGISTRAR and GPS
GRANTS	<input type="checkbox"/>	<input type="checkbox"/>	FINANCE and HUMAN RESOURCES
PAYROLL	<input type="checkbox"/>	<input type="checkbox"/>	FINANCE and HUMAN RESOURCES
PROVOST	<input type="checkbox"/>	<input type="checkbox"/>	PROVOST and REGISTRAR
RECORDS/BOARD REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	HUMAN RESOURCES and FINANCE
RECORDS/DATA CLEAN-UP REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	HUMAN RESOURCES and FINANCE
RECORDS/EMPLOYEE REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	HUMAN RESOURCES and FINANCE
RECORDS/JOB REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	HUMAN RESOURCES and FINANCE
RECORDS/LABEL & INFO REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	HUMAN RESOURCES and FINANCE
RECORDS/LEAVE REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	HUMAN RESOURCES and FINANCE
RECORDS/SCHEDULED REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	HUMAN RESOURCES and FINANCE
REGISTRAR	<input type="checkbox"/>	<input type="checkbox"/>	REGISTRAR and ADMISSIONS
RPIE	<input type="checkbox"/>	<input type="checkbox"/>	REGISTRAR and RPIE
STUDENT ACCESSIBILITY SVCS	<input type="checkbox"/>	<input type="checkbox"/>	REGISTRAR and STUDENT ACCESSIBILITY SVCS
UNIVERSITY HEALTH SVCS	<input type="checkbox"/>	<input type="checkbox"/>	REGISTRAR and UNIVERSITY HEALTH SVCS

Flashline User ID \_\_\_\_\_ @kent.edu                                      Request Date \_\_\_\_\_

Accounts Receivable Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

Admissions Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

COEUS Signature \_\_\_\_\_ Date \_\_\_\_\_

FAMIS Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

GPS Data Steward (Dev Yogi) Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

IA Advancement Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

Provost Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

IR Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Disability Services Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

University Health Services Data Steward Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 3 - To be completed by Information Technology**

Completed by \_\_\_\_\_ Date \_\_\_\_\_

Verify confidentiality agreement,  Grant approved access,  Notify dept security administrator,  Notify data steward

Flashline User ID _____ @kent.edu	Request Date _____
-----------------------------------	--------------------

# Kent State University

## Request for Cognos Reporting – Report Author and Internal Administrative Folder Access – Instructions

### When to use this form

The *Request for Cognos Reporting – Report Author and Internal Administrative Folder Access* form must be completed for any Cognos access creation or deletion, and any time a modification is required for an existing user's access rights in Cognos for report author and internal administrative folder access.

This form must be completed and submitted to Access Management. Internal folders are by permission only and users with write access can publish reports to it for others with access to use.

### How to use this form

Sections 1 and 2 of the form should be complete by the user's departmental security administrator and then distributed to the security administrator for each requested profile. After all necessary authorizations are collected, the form should be sent to the Access Management Group for processing.

*When submitting a request for a user who does not currently have access to Cognos:* Provide all information requested in Section 1, selecting "Add User" on the "Request Type" line.

*When submitting a request to remove access for a user who already has access to Cognos:* Provide all information requested in Section 1, selecting "Remove User" on the "Request Type" line.

*When requesting additional rights for a user who already has access to Cognos:* Provide all information requested in Section 1, selecting "Additional Access" on the "Request Type" line. Only the additional security profiles need to be selected in section 2.

*When requesting a change to existing rights for a user who already has access to Cognos:* Provide all information requested in Section 1, selecting "Replace Permissions" on the "Request Type" line. **WHEN PROCESSED, THE USER'S EXISTING COGNOS ACCESS WILL BE REMOVED AND REPLACED WITH THE PROFILES MARKED IN SECTION 2.**

### What to expect

Once a completed form is submitted, the Access Management Group will review the request and assign system rights to the user as specified in Section 2. To confirm completion of the request, an e-mail notification will be sent by the Access Management Group to the user's department security administrator.