

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.

Kent State University
Request for COGNOS Reporting – Consumer -
Official Folder Access

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)

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)

- ACCOUNTS PAYABLE
ALUMNI (See Multiple Approvals section)
- BAS
- BUDGET
- CONTROLLER
- FIXED ASSETS
GRANTS (See Multiple Approvals section)
- INTERNAL AUDIT
PAYROLL (See Multiple Approvals section)
- PROCUREMENT
- RCM
- RCM - Regional

Data Steward Signature _____ Date _____

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

BURSAR (See Multiple Approvals section)

HUMAN RESOURCES - Tia Laughlin / Maria Terleckyj (Heer Hall)

- EMPLOYEE INFORMATION
- LEAVE REPORTS
- RC ADMIN
REC CENTER (See Multiple Approvals section)
- VENDOR FILES

Data Steward Signature _____ Date _____

INSTITUTIONAL ADVANCEMENT - Kathleen Abel / Julie Vandegrift

- DEMOGRAPHICS
- FINANCIAL
- GIVING
- SCHOLARSHIPS

Data Steward Signature _____ Date _____

STUDENT

ADMISSIONS - Brian Pekarek (208 Schwartz Center)

- COLLEGE (See Multiple Approvals section)
- DEPARTMENT (See Multiple Approvals section)
- GENERAL (See Multiple Approvals section)
- INTERNATIONAL (See Multiple Approvals section)
- REGIONAL (See Multiple Approvals section)

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

PROVOST (See Multiple Approvals section)

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

- ARCHITECTURE
 - ATHLETICS (See Multiple Approvals section)
 - COLLEGE (See Multiple Approvals section)
- CPM
- DEPARTMENT
 - DESTINATION KENT STATE (See Multiple Approvals section)
- GREEKS
 - GPS (See Multiple Approvals section)
- GSM
- INTERNATIONAL
- PROVOST
- REGIONAL
- REGISTRAR
- RES SERVICES
 - STUDENT ACCESSIBILITY SERVICES (See Multiple Approvals section)
 - UNIVERSITY HEALTH SERVICES (See Multiple Approvals section)

Data Steward Signature _____ Date _____

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

- BURSAR (See Multiple Approvals section)
- EXECUTIVE OFFICERS (See Multiple Approvals section)
- FINANCIAL AID (See Multiple Approvals section)
- KENT CAMPUS – ADMINISTRATIVE /MGMT (See Multiple Approvals section)
- KENT CAMPUS – ATHLETES (See Multiple Approvals section)
- KENT CAMPUS – CPM (See Multiple Approvals section)
- KENT CAMPUS – GENERAL (See Multiple Approvals section)
- KENT CAMPUS – GRANTS (See Multiple Approvals section)
- KENT CAMPUS – LOANS (See Multiple Approvals section)
- KENT CAMPUS – PJ (See Multiple Approvals section)
- KENT CAMPUS – SAP (See Multiple Approvals section)
- KENT CAMPUS – SCHOLARSHIPS (See Multiple Approvals section)
- KENT CAMPUS – SURVEYS (See Multiple Approvals section)
- REGIONAL CAMPUS (See Multiple Approvals section)

Data Steward Signature _____ Date _____

EXTERNAL APPLICATIONS

FAMIS - Mike Bruder

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

INSTITUTIONAL RESEARCH - INTERNAL USE ONLY - Sandra Brown

- IR Official DW
- Admissions
- Athletics
- College
- Distance Learning
- Financial Aid
- FlashLine
- Human Resources
- Official Stats
- Provost

Signature _____ Date _____

Flashline User ID _____@kent.edu Request Date _____

EXECUTIVE DASHBOARDS

	Admissions	Diversity
ASHTABULA CAMPUS	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS & FINANCE		<input type="checkbox"/>
CABINET	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE OF APPL ENG/SUSTAIN/TECH	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE OF ARCH & ENV DESIGN	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE OF ED HEALTH HUMAN SVCS	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE OF ARTS AND SCIENCES	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE OF BUSINESS ADMIN	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE OF COMMUNICATION & INFO	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE OF NURSING	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE OF PODIATRIC MEDICINE		<input type="checkbox"/>
COLLEGE OF PUBLIC HEALTH	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE OF THE ARTS	<input type="checkbox"/>	<input type="checkbox"/>
DIVERSITY, EQUITY & INCLUSION		<input type="checkbox"/>
EAST LIVERPOOL CAMPUS	<input type="checkbox"/>	<input type="checkbox"/>
ENRL MGT & STUDENT AFFAIRS		<input type="checkbox"/>
GEAUGA CAMPUS	<input type="checkbox"/>	<input type="checkbox"/>
GRADUATE STUDIES		<input type="checkbox"/>
HONORS COLLEGE	<input type="checkbox"/>	<input type="checkbox"/>
HUMAN RESOURCES		<input type="checkbox"/>
INFORMATION SERVICES		<input type="checkbox"/>
INSTITUTIONAL ADVANCEMENT		<input type="checkbox"/>
PRESIDENT		<input type="checkbox"/>
PROVOST	<input type="checkbox"/>	<input type="checkbox"/>
REGIONAL CAMPUSES	<input type="checkbox"/>	<input type="checkbox"/>
RESEARCH & SPONSORED PROGRAMS		<input type="checkbox"/>
SALEM CAMPUS	<input type="checkbox"/>	<input type="checkbox"/>
SCHOOL OF DIGITAL SCIENCES	<input type="checkbox"/>	<input type="checkbox"/>
STARK CAMPUS	<input type="checkbox"/>	<input type="checkbox"/>
TRUMBULL CAMPUS	<input type="checkbox"/>	<input type="checkbox"/>
TUSCARAWAS CAMPUS	<input type="checkbox"/>	<input type="checkbox"/>
UNDERGRATUATE STUDIES	<input type="checkbox"/>	<input type="checkbox"/>
UNIVERSITY LIBRARIES		<input type="checkbox"/>
UNIVERSITY RELATIONS & DEVELOPMENT		<input type="checkbox"/>
ADMINISTRATIVE (ALL)	<input type="checkbox"/>	<input type="checkbox"/>

Admissions (Mary Parker) Signature _____ Date _____

Admissions Data Steward (Brian Pekarek) Signature _____ Date _____

Human Resources Data Steward (Tia Laughlin / Maria Terleckyj) Signature _____ Date _____

Registrar Data Steward (Lynette Johnson / Gail Rebeta) Signature _____ Date _____

Information Services (Michel Nahas) Signature (Required) _____ Date _____

Flashline User ID _____@kent.edu	Request Date _____
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INSTITUTIONAL RESEARCH (IR) DASHBOARDS

IR

- ASHTABULA CAMPUS
- CABINET
- COLLEGE OF APPL ENG/SUSTAIN/TECH
- COLLEGE OF ARCH & ENV DESIGN
- COLLEGE OF ED HEALTH HUMAN SVCS
- COLLEGE OF ARTS AND SCIENCES
- COLLEGE OF BUSINESS ADMIN
- COLLEGE OF COMMUNICATION & INFO
- COLLEGE OF NURSING
- COLLEGE OF PODIATRIC MEDICINE
- COLLEGE OF PUBLIC HEALTH
- COLLEGE OF THE ARTS
- DIVERSITY, EQUITY & INCLUSION
- EAST LIVERPOOL CAMPUS
- ENRL MGT & STUDENT AFFAIRS
- FINANCE & ADMINISTRATION
- GEAUGA CAMPUS
- GRADUATE STUDIES
- HONORS COLLEGE
- HUMAN RESOURCES
- INFORMATION SERVICES
- INSTITUTIONAL ADVANCEMENT
- PRESIDENT
- PROVOST
- RESEARCH & SPONSORED PROGRAMS
- SALEM CAMPUS
- SCHOOL OF DIGITAL SCIENCES
- STARK CAMPUS
- TRUMBULL CAMPUS
- TUSCARAWAS CAMPUS
- UNDERGRATUATE STUDIES
- UNIVERSITY LIBRARIES
- UNIVERSITY RELATIONS & DEVELOPMENT
- ADMINISTRATIVE (ALL)

Signature (Sandra Brown) _____

Date _____

Flashline User ID _____@kent.edu

Request Date _____

MULTIPLE APPROVALS

- | | |
|---|---|
| <input type="checkbox"/> ADMISSIONS - GENERAL | ADMISSIONS and REGISTRAR |
| <input type="checkbox"/> ADMISSIONS - COLLEGE | ADMISSIONS and REGISTRAR |
| <input type="checkbox"/> ADMISSIONS - DEPARTMENT | ADMISSIONS and REGISTRAR |
| <input type="checkbox"/> ADMISSIONS - INTERNATIONAL | ADMISSIONS and REGISTRAR |
| <input type="checkbox"/> ADMISSIONS - REGIONAL | ADMISSIONS and REGISTRAR |
| <input type="checkbox"/> ALUMNI | FINANCE and IA ADVANCEMENT |
| <input type="checkbox"/> BURSAR | ACCOUNTS RECEIVABLE & FINANCE & FINANCIAL AID & REGISTRAR |
| <input type="checkbox"/> DESTINATION KENT STATE | ADMISSIONS & DESTINATION KENT & FINANCIAL AID & REGISTRAR |
| <input type="checkbox"/> FAMIS OFFICE OF THE UNIVERSITY ARCHITECT | FAMIS and REGISTRAR and FINANCE |
| <input type="checkbox"/> FAMIS SPACE MANAGEMENT | FAMIS and REGISTRAR and FINANCE |
| <input type="checkbox"/> FINANCIAL AID – BURSAR | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - EXECUTIVE OFFICERS | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - FINANCIAL AID | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - KENT CAMPUS – ADMIN /MGMT | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - KENT CAMPUS – ATHLETES | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - KENT CAMPUS – CPM | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - KENT CAMPUS – GENERAL | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - KENT CAMPUS – GRANTS | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - KENT CAMPUS – LOANS | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - KENT CAMPUS – PJ | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - KENT CAMPUS – SAP | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - KENT CAMPUS – SCHOLARSHIPS | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - KENT CAMPUS – SURVEYS | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FINANCIAL AID - REGIONAL CAMPUS _____ | ADMISSIONS and FINANCIAL AID and HUMAN RESOURCES |
| <input type="checkbox"/> FOUNDATION | FINANCE and IA ADVANCEMENT |
| <input type="checkbox"/> GPS | REGISTRAR AND GPS |
| <input type="checkbox"/> GRANTS | FINANCE and HUMAN RESOURCES |
| <input type="checkbox"/> PAYROLL | FINANCE and HUMAN RESOURCES |
| <input type="checkbox"/> PROVOST | REGISTRAR and PROVOST |
| <input type="checkbox"/> REC CENTER | HUMAN RESOURCES and FOOD SERVICES |
| <input type="checkbox"/> STUDENT RECORDS - ATHLETICS | ADMISSIONS and REGISTRAR |
| <input type="checkbox"/> STUDENT RECORDS - COLLEGE | ADMISSIONS and REGISTRAR and GPS |
| <input type="checkbox"/> STUDENT RECORDS - STUDENT ACCESSIBILITY SVCS | REGISTRAR and STUDENT ACCESSIBILITY SERVICES |
| <input type="checkbox"/> UNIVERSITY HEALTH SVCS | REGISTRAR and UHS |

Accounts Receivable Data Steward Signature _____ Date _____

Admissions Data Steward Signature _____ Date _____

Destination Kent (John Jewell) Signature _____ Date _____

FAMIS Data Steward Signature _____ Date _____

Financial Aid Data Steward Signature _____ Date _____

Finance Data Steward Signature _____ Date _____

Food Services Signature _____ Date _____

GPS Data Steward (Joanna Liedel) Signature _____ Date _____

Human Resources Data Steward Signature _____ Date _____

IA Advancement Data Steward Signature _____ Date _____

Provost Data Steward Signature _____ Date _____

Registrar Data Steward Signature _____ Date _____

Student Disability Services Data Steward (Julie DiBlasio) Signature _____ Date _____

University Health Services Data Steward Signature _____ Date _____

Flashline User ID _____@kent.edu	Request Date _____
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Section 3 - To be completed by Information Services

Completed by _____ Date _____

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

Kent State University

Request for COGNOS Reporting – Consumer - Official Folder Access

When to use this form

The *Request for COGNOS Reporting – Consumer - Official 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 ‘Official’ folder consumer access.

Submission of only this form will imply that only consumer use will be provided to these folders. To have Query Studio or Report Studio Access the *Request for COGNOS Reporting – Internal Folder Access* must be completed and submitted to Access Management. Official folders have reports that are published through a promotion process. The 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 completed by the user’s unit security administrator and then distributed to the data steward 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.