PLEASE READ CAREFULLY:

Access to the University’s Student Data Mart environment requires signed approval from two recognized authorizers: the requestor’s supervisor and the requestor’s Security Contact. Only employees who require data access to perform their job responsibilities will receive access.

*Requests for access to sensitive or restricted data require separate authorization forms and will be subject to additional review.

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

Instructions for Completing This Form:

Employees may request access to the Student Mart by completing the application form, securing their supervisor’s signature, and submitting the form to the appropriate Security Contact. The Security Contact must review, sign, and submit the completed form to:

CSSD Receptionist, Room 419 Bellefield Hall or fax to 412-624-8572.

The Departmental Security Contact will be notified when the request has been approved or denied.

Note:
- A new employee cannot be granted access to the Student Data Mart until his or her University Computer Account has been registered in the Central Directory Service.

Description of Fields
1. Name: last, first and middle name of the requestor.
2. Request Date: date the requestor completed this form.
3. Department: the requestor’s University responsibility center or Academic Center (for example: Student Affairs, Swanson School of Engineering, etc.).
4. Position: the requestor’s formal title or job description.
5. Building/Room: the requestor’s office location, including campus building and office number.
6. Email: the requestor’s University email address.
7. Telephone: the requestor’s office phone number.
8. CDS Username: the requestor’s Central Directory Service username (same as PeopleSoft SIS user name.)
9. RC Code: the requestor’s Responsibility Center Code. By default you will be given access to the students from the RC where you are employed. To request access to data on students enrolled in another RC, please contact the Help Desk at 412-624-4357 or use the Online Help Form.
10. Start Date: the date requestor’s access is to start.
11. End Date: the date requestor’s access is to end (if applicable).
12. **Purpose of Request**: description of the data the requestor needs to fulfill their job function, including a description of the reports and report audience (who is the consumer of the report).
   
   a. **Example**: I am the business manager for the department and I handle requests from the dean’s office and government agencies for undergraduate and graduate enrollment and tuition reports. Reports are distributed via email and do not include any personal identifiers.

13. **University Affiliation**: check the box describing the employment status of the requestor. If “Other” is checked, please provide the other University affiliation of user in the Purpose of Request section. **Note**: Access to the Student Data Mart cannot be granted to students unless they are also regular employees of the University.

14. **Supervisor**: the name of the requestor’s supervisor.

15. **Security Contact**: the name of the department Security Contact who has the authority to approve authorization requests. The list of security contacts can be found at: [http://technology.pitt.edu/category/all-online-service-request-forms](http://technology.pitt.edu/category/all-online-service-request-forms)

For items 16 & 17: please check the relevant box(es) to indicate whether the request is to create a new Student Data Mart account or to remove access privileges.

16. **View & Execute Reports**: access includes the ability to view delivered reports or run the standard University reports by selecting from a predefined set of parameters to limit or refine output results.

17. **Cognos Query Access**: access includes the ability to construct and share ad hoc queries of Student Data Mart data fields using the Cognos Query Studio tool within the University Information Portal community. Training is required. (Access also includes ability to view & execute official university reports.)

18. **Current Access**: Check applicable boxes to indicate the requestor’s current system access.
   - PeopleSoft (SIS) – The University of Pittsburgh’s student tracking system.
   - Student Data Warehouse/Oracle Discoverer- A Legacy Data Warehouse reporting tool.

**Signatures Required:**

a. Requestor
b. Requestor’s Supervisor
c. Departmental Security Contact

The Security Contact should mail the completed Access Request Form(s) to:

**CSSD Receptionist**
Room 419 Bellefield Hall
or fax to 412-624-8572.