

University of Hawai'i

ACCESS REQUEST TO DATA AND REPORTS IN OPERATIONAL DATA STORE (ODS)

For new and re-establishing users only. Current ODS users, please email irao-mail@lists.hawaii.edu for additional roles.

NAME _____ TITLE _____
UH USERNAME _____ DEPARTMENT _____
PHONE _____ CAMPUS _____
EMPLOYMENT STATUS BOR Appointee/UH Civil Service Casual Hire Other:

To submit this form you must first complete the UH Information Security Awareness Training and the UH General Confidentiality Form. Please indicate the completion dates of these two items:

UH Information Security Awareness Training _____ (http://www.hawaii.edu/infosec/training.html)
Date Completed
UH General Confidentiality Form _____ (http://www.hawaii.edu/its/acer)
Date Completed

REASON FOR REQUESTING INSTITUTIONAL DATA FROM ODS

DATA ACCESS

Please list specific data request by table or view and describe intended use of data. Include campus, data elements, term needed and duration of the project. If requesting access to data, please be sure to check the "Use software to connect to ODS..." box and provide a static IP address.

DEVELOPER_OS (Student) DEVELOPER_OR (Financial Aid) DEVELOPER_OT (Accounts Receivable)

AUTHORIZATION

I approve this request for access:

_____ Supervisor's name (print or type)	_____ Signature	_____ Date
_____ Campus Executive Data Steward (print or type)	_____ Signature	_____ Date

Send completed form to:
University of Hawai'i System – Institutional Research and Analysis Office
Email: irao-mail@lists.hawaii.edu
Fax: 808-956-9870

FOR OFFICE USE ONLY:		DATE RECEIVED:
_____ Reviewed and Recommended for approval	_____ Institutional Data System Functional Lead	_____ Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ System Executive Data Steward	_____ Date