

# 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](mailto: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

### WHAT IS YOUR INTENDED METHOD TO ACCESS DATA?

Run Discoverer Report(s)

Use software to connect to ODS (e.g., PLSQL Developer, SAS). If this box is checked, provide static IP Address: \_\_\_\_\_

### REPORT ACCESS

Please list specific Discoverer Report by Number/Title and Reporting Role. If unknown, describe type of Discoverer Report

_____	_____
Report Number/Title	Reporting Role
_____	_____
Report Number/Title	Reporting Role
_____	_____
Report Number/Title	Reporting Role

### 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](mailto: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