

REQUEST FOR ACCESS Business Intelligence



Staff No:	Surname:
Telephone Ext. No:	First name:
Email (UTS email only):	Faculty/ Department:
Do you currently have access to Cognos? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please indicate which Business Intelligence Cubes you require access to:

User class	Gives you access to:	Current Access	Required Access	BICC Approval
MIR Users	Management Information Reporting (MIR) Cubes, needed by all users		X	
To determine restricted areas to which you need access, refer to 'UTS Business Intelligence Portal, Management Information Handbook', available from Planning & Quality Unit. Restricted access is available to the following areas:				
UACPREFER	UAC Preferences. Month-end Student Applications through UAC			
UAC_SCHOOLS	UAC Preferences. Month-end Student Applications through UAC, with school & UAI data. (restricted to super users)			
CASHEWS	UTS Load monitoring cube.			
CASHEWS EXPERT	UTS Load Advanced cube. CASHEWS_EXPERT – more complex analysis of UTS Load (restricted to super users)			
SFSUser	UTS SFS cube. Student Feedback Survey Cube			
SFS_Deans	UTS SFS cube. Student Feedback Survey Cube (for Dean or Dean's nominee)			
Scorecard	Metrics Manager Scorecard. UTS Course & Subject Performance Reports			

NEW IN 2010 This section gives access to the UTS:BI dashboards & scorecards.

UTS:BI	KPI Management User - restricted to UTS Executive, Faculty Management Groups, Directors and their delegates (staff will be able to enter commentary in the dashboards)			
	KPI Domain HR SME User - restricted to SME's in HRU (staff will be able to enter commentary in the dashboards)			
	KPI Domain SME User (not HR) - restricted to SME's in RIO, FSU, MCU, (staff will be able to enter commentary in the dashboards)			
	KPI General User (general user access to view all BI dashboards, scorecards and reports)			
	KPI Admin User (restricted to BICC members in PQU & ITD)			

Supervisor Approval

I confirm that the staff member requires access to Business Intelligence data for legitimate University business and that the access sought is correct and necessary for the role and function of this staff member and will notify the appropriate Business Intelligence owner in FSU, HRU or PRU of any change in access requirements.

Supervisor Name:

Supervisor (signature):

Date:

Administrator use only

BI Access created:	By:	Date:
BICC		
User notified of login details:		

A signed User Responsibility Declaration must be lodged with this form before Business Intelligence access will be granted

USER RESPONSIBILITY DECLARATION Business Intelligence



PLEASE KEEP A COPY OF THIS FORM

ALL BUSINESS INTELLIGENCE DATA IS STRICTLY CONFIDENTIAL, AND MAY NOT BE USED FOR ANY PURPOSE NOT CONNECTED TO LEGITIMATE UNIVERSITY BUSINESS, NOR SUPPLIED TO ANY PERSON OR ORGANISATION OUTSIDE UTS WITHOUT THE CONSENT OF A PERSON PROPERLY AUTHORISED TO DISCLOSE SUCH DATA.

I, _____ (*print your full name*) acknowledge my personal responsibility to access and use Business Intelligence data only to the extent necessary to carry out transactions for which I have authority delegated by the University.

I agree that any information obtained by me through the use of Business Intelligence data will be used only for legitimate and authorised purposes of the University and that I will not disclose or copy any information to any other person or organisation without the written consent of a person properly authorised by UTS to disclose or copy such information.

As a Business Intelligence user, I agree to comply at all times with the Acceptable Use of Information Technology Facilities Policy (<http://www.uts.edu.au/div/publications/policies/select/itfacilities.html>) and the Information Technology Security Policy (<http://www.uts.edu.au/div/publications/policies/select/itsecurity.html>).

Applicant's Signature

Position

Date of Signature: _____

Please return both forms by faxing them to:

Planning and Quality Unit (PQU)
Building 1, Level 25, City Campus
Fax: 2217