 ConnectUGA Report Viewer Access Request

**CONTACT INFORMATION:**

 Name: Click to enter Name Email: Click to enter Email Date Submitted: Click to enter Date

 Phone: Click to enter Phone Department: Click to enter Dept Name

**Data Access and/or Report access:**

* Complete Steps 1 and 2 below in order to provide information about the type of report access requested.
* Print the form and submit it to your Department Manager or Supervisor for signatures in Step 3.
* Scan and email to reports@uga.edu or the form can be mailed to **Report Access Request, c/o SIS** at 410 Caldwell Hall. The request will be routed to the appropriate functional area(s) for data steward approval.
* If your request is granted, you will be notified via email. If your request has been “Approved with Revisions” or “Denied,” you have the option to appeal the decision. Please see Step 4.

**STEP 1: REPORT VIEWER ACCESS - ARGOS FOLDER AND REPORT NAMES**

|  |  |
| --- | --- |
| Argos Folder Name | Argos Report Name (if known) |
|   |   |
|  |  |
|  |  |

**STEP 2: USER INFORMATION**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User Name | MyID for Users | Job Title for Users | Department Name | Business Need (\*) | Argos Instance |
|  |   |  |   |  | [ ]  TEST[ ]  PROD |
|  |  |  |  |  | [ ]  TEST[ ]  PROD |

*\*Specify why the data is needed and how it will be used or distributed.*

**STEP 3: MANAGER / DEPARTMENT HEAD AND DATA STEWARD APPROVALS**

*VP of IT approval is required for SSN access (please make sure to include approval).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Functional Area | Manager / Dept Head / Data Steward(s) Name | Decision | Signature | Date  |
|  |  | [ ]  APPROVED[ ]  APPROVED w/ REVISIONS\*\*[ ]  DENIED\*\* |   |   |
|  |  | [ ]  APPROVED[ ]  APPROVED w/ REVISIONS\*\*[ ]  DENIED\*\* |  |  |
|  |  | [ ]  APPROVED[ ]  APPROVED w/ REVISIONS\*\*[ ]  DENIED\*\* |  |  |

Once the request form is completed and decisions are made, data stewards should email the completed form back to the requester and copy reports@uga.edu on the response.

\*\* If a request is “Approved with Revisions” or “Denied,” please provide a description in Step 4.

**STEP 4: JUSTIFICATION OF DECISION (if “Approved with Revisions” or “Denied”)**

*Data Stewards are required to provide a justification for requests that have been “Approved with Revisions” or “Denied.”*

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*If the requester does not agree with the “Approved with Revisions” or “Denied” decision made by the data steward(s), please email* *reports@uga.edu* *and copy the data steward(s) stating the justification for requesting an appeal. Please attach this report request in the email. Your appeal will be reviewed by the Reporting Appeals Committee.*