OHIO UNIVERSITY
GRADUATE COLLEGE
OBIEE REPORTS ACCESS REQUEST FORM

This form will be used to request and evaluate access to the Graduate College OBIEE Reports.
By submitting this request, you are not guaranteed access to OBIEE Reports.

Employee Information

Name _____ **Title** _____

Employee Signature_____**Date**_____

OHIO Email Address: _____

College: _____ **Department:** _____

Which Department(s)/School(s) and/or College(s) do you need to view in OBIEE?

_____

Which Campus(es) do you need access to?
❑ Athens ❑ Chillicothe ❑ Eastern ❑ Lancaster ❑ Southern ❑ Zanesville ❑ ECAM

Which OBIEE Reports are you requesting access to?
❑ Graduate College Dashboard   ❑ Graduate College Ad Hoc Reports

Signatures & Approvals *Required*

"I, the undersigned, verify that the employee requesting access has a legitimate need to access the OBIEE system to fulfill responsibilities within his/her current position. I will inform the Graduate College office and/or University Registrar of any change in the job responsibilities of this employee that would warrant removal of access to OBIEE."

Immediate Supervisor Signature (signature indicates agreement with the statement above)

Name_____

Title_____

Signature_____ **Date** _____

Chair/Director/Dean (signature indicates agreement with the statement above)

Name_____

Title_____

Signature_____ **Date** _____

Once this information is complete, please return the form along with the signed FERPA Statement
http://www.ohio.edu/oit/sis/upload/form-ferpa-compliance-statement.pdf to the Graduate College, 220 RTEC.
Alternatively, you may scan this request form along with the FERPA Statement and email the document to:
Graduate College – gcadm@ohio.edu

Revised Date: 10/08/13