



# Student (Registrar) Oracle Reporting User Account Request Form

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Job Title \_\_\_\_\_ Dept. \_\_\_\_\_ Box # \_\_\_\_\_

Banner ID \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Staff       Faculty       Temporary Emp      Account Expiration Date \_\_\_\_\_  
(required for temporary employees)

Request Type:     New     Change

System:     Prod ODS (ODSP)     Test ODS (ODST)

**SSRS Web roles requested:**

- UNCW RPT GRAD SCHOOL CAMPUS
- UNCW RPT GRAD SCHOOL OFFICE
- UNCW RPT REGISTRAR ACADDEANS
- UNCW RPT REGISTRAR ACADDEPTS
- UNCW RPT REGISTRAR ATHLETICS
- UNCW RPT REGISTRAR BOOKSTORE
- UNCW RPT REGISTRAR CORE
- UNCW RPT REGISTRAR HONORS
- UNCW RPT REGISTRAR UCOL
- UNCW RPT REGISTRAR VCAA
- UNCW RPT REGISTRAR VCSA
- UNCW RPT TRANSITION PROG

**Data roles requested:**

- UNCW DATA DEVELOPER
- UNCW DATA GENERAL
- UNCW DATA REGISTRAR CORE
- UNCW DATA REGISTRAR VCSA
- UNCW DATA STREAM REGISTRAR

**Development roles requested:**

- STUDENT DEVELOPER 1

Other: \_\_\_\_\_

Information contained in university records, including but not limited to student, personnel, payroll, financial and alumni is confidential by law. Only an employee, that employee's supervisor(s) and authorized university personnel whose job responsibilities require use of that data may access such information. I will not use UNCW Computing resources or data for personal benefit. Also, I will not disclose university data or my USER ID/PASSWORD to any individual. I understand unauthorized access and/or release of this information is prohibited by law and may result in disciplinary action, including dismissal.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

The DATA access requested above is necessary for this employee to perform official duties of his or her position. I will ensure when access is no longer needed I will notify ITSD.

Dept. Head's Signature \_\_\_\_\_ Date \_\_\_\_\_

Data Custodian's Signature \_\_\_\_\_ Date \_\_\_\_\_