

# Cognos Reporting System - Employee Access

This form is used to request new account access or access change requests for Madison College's Reporting System, IBM Cognos. Use of this system is governed by the Madison College Information Protection Standards. Signing this form confirms your agreement to abide by the security standards and potential penalties for violating computer security standards.

**\*\* Cognos access requires FERPA training.**

I certify I have completed the FERPA training and quiz found in Blackboard.

## Requestors Information

Requestor Name	<input type="text"/>	Position Title	<input type="text"/>
Department/Unit	<input type="text"/>	Employee ID#	<input type="text"/> <input type="radio"/> Full-Time <input type="radio"/> Part-Time
Supervisor	<input type="text"/>		
Employment Type	<input type="text"/>	Location	<input type="text"/>

Training in the Cognos system is required before complete access is given. Please indicate your training information below.

Training Done By	<input type="text"/>	Training Date	<input type="text"/>
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Complete this section below if you are requesting additional access or an access change beyond the basic security. Typically your supervisor or Team lead will be able to help you determine which role(s) you need. Choose from the list of pre-defined roles below or describe the access requested and provide justification. After being reviewed by the Team, an appropriate access role will be assigned. *Hover over the check box for a description of access.*

## Optional Access - FERPA/Student Personal Data Reports

Justification for FERPA Student Data access:

FERPA/Student Personal Data Reports

## Optional Access - Work Groups and Teams

- |   |   |
|---|---|
| <input type="checkbox"/> Learner Success Hub                                  | <input type="checkbox"/> Basic Skills                                 |
| <input type="checkbox"/> Learner Development Operations                       | <input type="checkbox"/> Grants                                       |
| <input type="checkbox"/> Enrollment Center                                    | <input type="checkbox"/> TRiO Support Services                        |
| <input type="checkbox"/> Security Authorization, Facilitation and Enforcement | <input type="checkbox"/> Retention Advising                           |
| <input type="checkbox"/> Marketing Department                                 | <input type="checkbox"/> Institutional Research & Effectiveness (IRE) |

## Optional Access - Report Author

- |   |   |
|---|---|
| <input type="checkbox"/> Basic Author Access - Query Studio | <input type="checkbox"/> Advanced Author Access - Report Studio |
|---|---|

Justification for any of the additional access, work groups or report author roles requested:

Requestor Signature & Date

Supervisor/Authorizing Designee Signature & Date

Supervisor: approve access request via signature, then scan to email the form to ire@madisoncollege.edu.