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| **Applicant Information** | | |
| **Name (Last, First, Middle)** | | **NetID** |
| **Department/Dept. #** | **Email Address** | |
| **Relationship to the University** (Check One) **Employee  Affiliate  Consultant  Student** | | |

***Instructions for submitting the request are available on the reverse of this form***

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| **Request Information** |
| **Reporting Role Requested** (Check One)  **Report Viewer** - View and process reports.  **Report Writer**  - View, process and create/modify reports |
| **Data Sources** |
| **HR Reporting**  **Other:** |

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| **Enter a brief description of the data resource(s) being requested, including desired report(s) and/or specific reporting domain(s).** |
| **Provide a business justification for access to requested data.**    ***Note****: Additional justification must be provided if the request is for authorization to the Report Writer Role (report development capabilities)* |
| **Briefly describe how the requested data will be used:** (i.e. business analysis, report development, etc.). |
| *I am aware that the data to which I have access is to be treated in a professional and confidential manner. This information will be used only in the conduct of authorized official University business of my department or college and may not be disclosed to any third party. I agree that my username/ID and password will not be shared, and I will comply with the University’s information technology policies and guidelines. I am responsible for the handling and disclosure of data in alignment with the University of Connecticut’s Security Awareness Training Policy.* [*https://policy.uconn.edu/2012/06/21/security-awareness-training-information-technology/*](https://policy.uconn.edu/2012/06/21/security-awareness-training-information-technology/) |

*Applicant Signature Date*

*Print or type Dean, Director or Dept. Head Signature – Dean, Director or Dept. Head Date*

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| **For ITS Internal Use Only** | **Date Received:\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Complete: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Forward To: ITS Reporting Services \_\_ HRIS \_\_**  **Completed By:** |
| **JIRA#** | **Active UConn User: Yes No** | **Role Assigned:** |

***Instructions for submitting the request are available on the reverse side of this form***

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| ***How to Submit an Access Request*** |
| 1. Complete this form. 2. Acquire Request Authorization from your Dean, Director or Department Head (see details below) 3. **Submit a Support Request** at <https://techsupport.uconn.edu>. Select **General Help** under the Categories menu on the left. Mention in the text “***This is an HR Data access request. Please assign to Reporting***”. **Attach** this signed and completed form. |

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| ***Authorization Requirements*** |
| HR Data Access Requests must be authorized by the ***Dean***, ***Director*** or ***Department Head*** of the requestor’s operational unit. |