

# Emory Business Intelligence (EBI) Security Access Form

Complete this form for access to the Emory Business Intelligence (EBI) analytical tool.

If you are requesting access to the Labor Transaction Detail Report, you must also complete a separate form.

The security access form for the Labor Transaction Detail Report is located on the OGCA website at

<http://www.ogca.emory.edu/reporting/labor/labor.html>. Please follow the instructions provided on the website for completing the form.

<b>I. ACCESS REQUEST TYPE:</b>				<input type="checkbox"/> New Access	<input type="checkbox"/> Modify	<input type="checkbox"/> Remove
<b>II. EMPLOYEE INFORMATION:</b>						
<input type="checkbox"/> University Employee	<input type="checkbox"/> HealthCare Employee	<input type="checkbox"/> Contractor	<b>Contractor End Date:</b>			
<b>Name:</b>						
<b>Emory University Network ID (Required):</b>						
<b>Emory Email Address:</b>						
<b>Department #:</b>						
<b>Department Name:</b>						
<b>III. CONFIDENTIALITY AGREEMENT</b>						
<p>I understand that Emory expects me to honor the confidentiality of all practices, procedures and information learned during the course of my employment. Faculty, staff, student and other personnel records, financial records, human resources/payroll records, legal documents, data and information in any form—oral, printed and/or electronic are considered confidential. I will be expected to ensure that any information considered confidential coming into my possession during the performance of the duties of this position is protected against loss, unauthorized access, use, modification or disclosure, and other misuse through security safeguards as it is reasonable in the circumstances to take.</p> <p>I agree to access any information <i>only</i> upon obtaining prior approval and as necessary in the performance of my duties or as otherwise directed by my supervisor. I agree to preserve the security of all information, and to not divulge any of it in any form, except when and as authorized by my supervisor. I understand that I am prohibited from communicating this information during <i>and</i> after the period of my employment.</p> <p>I acknowledge that I have read the confidentiality agreement, understand my responsibilities as they pertain to confidentiality and security of information I come across during the performance of my duties, and consent to the principles of this agreement.</p>						
<b>Employee's Signature:</b>					<b>Date:</b>	
<b>IV. BUSINESS INTELLIGENCE TRAINING INFORMATION</b>						
a) Have you had the required training on the BI tool? <input type="checkbox"/> Yes. <b>Go to Section V.</b>						<input type="checkbox"/> No
b) If No, then please go to <a href="http://www.emory.edu/elms-training/">http://www.emory.edu/elms-training/</a> and sign-up for BI training. There are two distinct classes for each level of access. For <b>Consumer</b> access, the course requirement is Business Intelligence: Navigation. For <b>Author</b> access, the course requirement is Business Intelligence: Ad Hoc Analysis (prerequisite is Business Intelligence: Navigation). Both courses require a score of <b>80% or higher</b> to obtain access. Once you have successfully completed the required course(s), please re-submit the request form for access.						
<b>V. BI ROLES</b>						
<input type="checkbox"/> <b>Consumer (Basic Navigation)</b> – Ability to run delivered or Emory custom reports; utilize existing analyses, prompts, schedule existing reports; cannot create new reports or analysis.						

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<b>VI. APPROVALS NEEDED FOR EBI ACCESS <i>(Please Print Name)</i></b>		
<b>Supervisor or Manager's Name:</b>	<b>Date:</b>	<b>Phone:</b>
<b>Business Officer's Name (University):</b>	<b>Date:</b>	<b>Phone:</b>
<b>Finance Controller Name (Healthcare):</b>	<b>Date:</b>	<b>Phone:</b>
<b>VII. PROCESSING</b>		
<p>For processing, go to the <a href="#">IT Service Management</a> site and complete a service request in ServiceNow. You will need to enter your <b>Emory NETID</b> and <b>Password</b>.</p> <p>On the <i>Something's Broken</i> tab, click Report an Incident link. In Step 3, attach the EBI form and click on Submit. The form will be routed to the Campus Financials Reporting queue. Access will be granted within 1 - 2 business days once the form has been received, and training has been verified.</p> <p>For any questions regarding how to attach the form to a ServiceNow ticket, contact the UTS helpdesk at (404) 727-7777.</p>		