To be granted access to EBI, follow these steps:

1. With manager approval, you must enroll in each course through the Emory Learning Management System (ELMS) and complete the BI training course(s). There are two distinct BI courses being offered through the Emory Learning Management System.
   - Level 1: Business Intelligence: Navigation
   - Level 2: Business Intelligence: Ad Hoc Analysis. Authorization of your manager and successful completion of the Navigation course are prerequisites for taking the Ad Hoc Analysis course.

2. Each course contains a test. You must score 80% or higher to gain access to the BI system. If 80% or higher is not achieved, you will have the option of retaking the test.

3. You must complete a EBI Security Access request form located on the CAMPUS Financial Reporting home page under the Reporting Quick Links section. The following signatures are required on the form:
   - a. Manager or supervisor
   - b. Business Officer (For University employees)
   - c. Finance Controller (For Healthcare employees)

4. Attach the completed security form to an IT Service Request ticket in ServiceNow by going to the IT Service Management site. You will need your Emory userID and password to access the page.

5. The request will be routed to the Campus Financial Reporting queue for processing.

6. Access will be granted within 1 – 2 business days once the request is received and BI training has been verified.

7. You will be notified via email when your EBI account is set up.