Data Access Request Form

Instructions: Please fill in information below. •Indicate Type of Access Requested •Review FERPA statement • If necessary, sign the Accountability statement and send form to the appropriate data steward(s) •**The data steward will forward the form to the DSS Office.**

Full Name:	Your Name	Campus ID:	Your CampusID
College/Unit:	Your Department	Phone:	Your Phone Number
Email:	Your Email Address	Job Title:	Your Title

Indicate Type of Access: ☒   Run Argos Reports Only ☐ Run Argos Reports and SQL Query

☐ **I am currently an INB Banner User** and I have already been granted access to General Student Data. If you do not need access to any additional data sources listed below, please return this form to dssforms@gsu.edu.

☒ **I am currently an INB Banner User** and I need access to the additional data sources listed below. Please indicate the requested data source(s) below and send form to the email address listed for each source.

☐ **I am NOT currently an INB Banner User** and I need access to Banner Student data in the warehouse. Please indicate why access is need in the box below and sign the Statement of Accountability. Please email this form to studataaccess@gsu.edu

☒ **OTHER** – I need access to the warehouse data indicated below. Please indicate in the box below why access is needed and sign the Statement of Accountability. Please email this form to the email address listed for each source.

Why is this access needed? Please provide a detailed justification for this request. Additional paper may be attached.
ARGOS Tracker application report access. We, IIT, Application Design and Development is working with the ARGOs office to create a report that integrates our Tracker data (student activity tracking – card swipe data) with Banner data to provide the functional offices information on the student population that they are serving Immediate need is for the table: edwprd.sdstufin

FERPA

The Family Educational Rights and Privacy Act (FERPA) and university policy restrict the release of student information. A printout that contains student information that is viewed through Argos is available only to university faculty and staff and only when required for the performance of their duties. Users must have a legitimate educational interest. Penalties are severe for both the university and the user who violates a student's right to privacy.

Accountability Statement

I understand that I may be provided with direct access to confidential and protected information. I will maintain in strictest confidence the data to which I have access. Any confidential information will not be shared in any manner with others who are unauthorized to view such data. I will use my access to this data for the sole purpose of conducting official business of the University. I understand that the use of this system for personal purposes is prohibited and that any abuse of access to these systems may result in loss of access to all University systems and in disciplinary action up to and including dismissal and possible legal actions.

Signature:	Add an Acrobat Signature	Date:	Add Date

Print Name:	Print your name	Signature of College Dean/Director of Unit:	Add Acrobat Signature for your Supervisor

Request Access To:

☒ **General Student Data** - Access to general student (non-financial data). This includes general student data stored in BREPTS, the Data Warehouse, and IPORT worksheets

☐ **OASIS Data** - Access to OASIS data stored in the Data Warehouse

OFFICIAL USE ONLY	**REGISTRAR APPROVAL** **(Please send form to studataaccess@gsu.edu.)**	
Print Name	Signature	Date

☐ **Student Accounts Data** - Access to student account data stored in BREPTS, the Data Warehouse and IPORT worksheets

OFFICIAL USE ONLY **DIRECTOR OF STUDENT ACCT APPROVAL (Please send form to aroperations@gsu.edu)**		
Print Name	Signature	Date

☐ **Financial Aid Data** - Access to financial aid data stored in BREPTS, the Data Warehouse and IPORT worksheets

OFFICIAL USE ONLY **DIRECTOR of FINANCIAL AID APPROVAL (Please send form to Aristea Williams)**		
Print Name	Signature	Date

☐ **Housing** - Access to housing data stored in the Data Warehouse and IPORT worksheets

OFFICIAL USE ONLY **INTERIM VP STUDENT AFFAIRS (Please send form to Allison Calhoun-Brown)**		
Print Name	Signature	Date

☐ **Study Abroad Data-** Access to study abroad data stored in the Data Warehouse and IPORT worksheets

OFFICIAL USE ONLY **INTERIM DIRECTOR of STUDY ABROAD (Please send form to Stephen Murray)**		
Print Name	Signature	Date

☒ **Human Resources Data**- Access to HR data stored in the Data Warehouse

OFFICIAL USE ONLY **VP of FINANCE and ADMINISTRATION APPROVAL (Please send form to Beth Jones)**		
Print Name	Signature	Date

☐ **Finance Data** - Access to Budget data stored in the Data Warehouse

OFFICIAL USE ONLY **VP of FINANCE and ADMINISTRATION APPROVAL (Please send form to Beth Jones)**		
Print Name	Signature	Date

☐ **Faculty Data** - Access to Faculty Digital Measures data stored in the Data Warehouse

OFFICIAL USE ONLY **OFFICE OF FACULTY AFFAIRS (Please send form to Reid Tankersley)**		
Print Name	Signature	Date

☒ **Other Data Source Not Listed Above** Tracker Data John Bandy - jbandy@gsu.edu