

# Data Warehouse Account Application Form: *InfoView XI™* Access

Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_ Unit \_\_\_\_\_  
 Non-employee (e.g. temp) UCSC Employee ID number: \_\_\_\_\_

**All users:** Select one option

**For New Report Writers Only:** Select one option

<input type="checkbox"/> <b>New Account</b>
<input type="checkbox"/> <b>Additional Access</b>
<input type="checkbox"/> <b>Change/Reevaluation due to Job-Change</b>

<input type="checkbox"/> <b>New License</b> (Purchasing recharge for \$650 is attached)
<input type="checkbox"/> <b>Transfer an Existing License</b> From (user name) _____

**Business Purpose** – Describe your business need for the requested access:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Shared folder access** – I request access to the following shared folder(s): \_\_\_\_\_

**Data Access** - I request access to the data/ report sets checked  below:

Data Set	Data Description	Additional Authorization Required	Read Only	Report Writer
<b>General Access</b>				
<b>Advancement &amp; ADFS-Live</b>	ADFS/Alumni, Gift, Donor & Friends giving info	Advancement Services Director		
<b>AIS-Daily</b>	Academic Information System daily operational data. FERPA training required* ___ Access to reports I am sent, or which are in shared folders ("Limited"). ___ Access to corporate reports ("General").	Curriculum Manager, Assistant Dean or Student Affairs Officer or College Provost  ___ I have taken FERPA training		
<b>Budget</b>	FMW/Financial Managers Workbench permanent budget and staffing	Financial Manager of Academic Division or Academic Support Unit		
<b>Facilities</b>	FDX/annual space inventory of building and room information	Facilities/Space Manager of Academic Division or Academic Support Unit		
<b>FAMIS</b>	Facilities Admin Mgmt Info System. Capital projects and facilities information.	Financial Manager of Academic Division or Academic Support Unit		
<b>Financial Operating</b>	FIS/Financial Information System and DOPE/Distribution of Payroll Expense	Financial Manager of Academic Division or Academic Support Unit		
<b>GSS</b>	Graduate Student Support, quarterly financial support for graduate students. FERPA training required*	Financial Manager of Academic Division or Academic Support Unit ___ I have taken FERPA training		
<b>Instruction &amp; Course Review</b>	Instruction information from third week census.	Curriculum Manager, Assistant Dean or Student Affairs Officer or College Provost		
<b>NTS Billing &amp; Call Detail</b>	NTS/Pinnacle network and telephone billing. Data is not received for certain units	Financial Manager of Academic Division or Academic Support Unit		
<b>PPS</b>	PPS/Payroll Personnel System. Employee appointments and distributions and DOPE. ___ Access to reports I am sent, or which are in shared folders ("Limited"). ___ Access to corporate reports ("General").	PPS Data Access Grantor (DAG) for unit  ___ I work for the ITS Support Center ___ I work for APO or SHR		
<b>Purchase to Pay</b>	Purchase Order with associated req., invoice and check info. No corporate reports exist.	Financial Manager of Academic Division or Academic Support Unit		
<b>Student Census &amp; Cohort</b>	3 <sup>rd</sup> week of and end of term, degree census data from AIS/Academic Information System. FERPA training required*	Curriculum Manager, Assistant Dean or Student Affairs Officer or College Provost ___ I have taken FERPA training		
<b>Internal: Specific to One Unit</b>				
<b>Benefits</b>	PPS employee benefit designations	Senior Manager of SHR Benefits Office		
<b>CruzBuy Stats</b>	Purchase Order processing statistics	Director of Procurement		
<b>Dining</b>	Dining Point of Sales	Director of Dining & Hospitality Services		
<b>Equipment</b>	FIS inventorial equipment information	Director of Accounting Services		
<b>Endowment</b>	Endowment management information	Advancement Services Director		
<b>Fin Aid Recon</b>	FIS data for reconciling financial aid pmts	Financial Aid Director		
<b>Sponsored Proj</b>	Contract and Grant proposal and award info	Director of Office of Sponsored Projects		
<b>Student Billing</b>	FIS data for reconciling student billing amts	AVC Planning & Budget		
<b>Workers Comp</b>	VOS workers compensation claims info	Director of Risk Services		

\* FERPA training can be found: <http://registrar.ucsc.edu/records/privacy>

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Authorization Signature \_\_\_\_\_ Date \_\_\_\_\_

PRINT \_\_\_\_\_

PRINT \_\_\_\_\_

Scan and send completed form to [data-mgmt@ucsc.edu](mailto:data-mgmt@ucsc.edu), or send to [MailStop] P&B Data Management c/o Chancellors Office, or fax to: 459-3811

## Data Warehouse Account Application Form: *InfoView XI™* Access Privacy Statement

The UCSC Campus Data Warehouse data that you are requesting access to is governed by a variety of State and Federal laws and University policies.

Some of the data in the Campus Data Warehouse may be defined as restricted/confidential or private under University policy and the State of California Information Practices Act of 1977 (IPA). The IPA applies to all University records, except those student records specifically exempted from the law, containing personal or confidential information and is intended to protect the privacy of individuals about whom records are maintained.

Access to these records, which may be maintained by individual name or other identifier such as employee number, is authorized for use by University employees when necessary in the performance of assigned duties and if the use of the records is consistent with the purpose(s) for which the information was acquired. Examples of commonly used personal data elements are: gender, ethnicity, age, citizenship/residency, and education level.

### Student Information

Some of the data in the Campus Data Warehouse may be defined as confidential under the State of California Education Code (section 67110, et seq.), the Federal regulations implementing the Family Education Rights and Privacy Act of 1974 (FERPA) and the University of California policies applying to Disclosure of Information from Student Records. These policies prohibit the distribution of individually identifiable confidential data, but permit aggregate or statistical reporting so long as identities cannot be derived.

### Public Information

Although you as an individual, and the public in general, have a right to request and receive information, should you receive an information request from the public, students, or staff (that is unrelated to their specific job duties) please direct all such inquiries to the Records and Information Management Office for a determination of the proper protocol to fulfill the request. For more information see Office of the Chancellor's Information Practices website <http://infopractices.ucsc.edu/>

### User Responsibility

Your signature on this application for access to the Campus Data Warehouse systems and data indicates that you understand that you are expected to maintain the privacy and confidentiality of all data to which you have access and you may not disclose data to other parties except under the conditions described in Business and Finance Bulletin RMP-7 "Privacy of and Access to Information Responsibilities", RMP-8 "Legal Requirements on Privacy of and Access to Information", and RMP-9 "Guidelines for Access to University personnel Records by Government Agencies". For questions regarding the University disclosure policy, contact the Campus Privacy and Info Practices Director. For more information see Information Technology Services' Policies website <http://its.ucsc.edu/policies/index.html> as well as their Information Security website <http://its.ucsc.edu/security/index.html>

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**Applicant's Printed Name**

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**Applicant's Signature**

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**Date**