COGNOS ACCESS TO THE OPERATIONAL DATA STORE (ODS) APPLICATION / AUTHORIZATION

This form is used to:

1) Grant access to the Operational Data Store for new users, or
2) Modify access to the Operational Data Store for existing users (including departmental transfers).

Section 1A: Applicant/ODS User Profile Information (all requestors must complete this section)

Name: _____   _____
           Last Name   First Name

Title: _____   User Name: _____

Department: _____   Phone: _____

Email Address: _____   CSM CWID: _____

. I understand and agree that I will use my ODS access for legitimate administrative use only and will use it in compliance with the *CSM Information Technology Policies & Guidelines*, including the *CSM Administrative Data Policy*. I will not share my login or password with others. I understand that misuse may result in disciplinary action being taken by CSM.

Signature: _____   Date: _____

Section 1B: Applicant/ODS Supervisor Information (all requestors must complete this section)

The employee above is a direct-report to me and has my approval to request access to Banner data via the ODS.

Supervisor's Name (print): _____

Title: _____   Phone: _____

Signature: _____   Date: _____

Submit form via the Mines Help Center (https://helpcenter.mines.edu/) at:
Find Service > Business & Administrative Services > Cognos > Cognos Access Request
Or use this direct link: https://helpcenter.mines.edu/TDClient/1946/Portal/Requests/ServiceDet?ID=31629

Enterprise Systems/BI Team (to be completed by BI Team within Enterprise Systems Office)

Date received in ES: _____   **Date to user:** _____

ODS Username: _____   **Assigned Cognos**
ODS User ID: _____   **Department Role:** _____

Spreadsheet __   **ES Printed Name:** _____
Email Group __
Email User __   **ES Signature:** _____