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**ODS/COGNOS Access Request**

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| Complete and email this form to [**bannerpaws@jsums.edu**](file:///C:\Users\cwhipple\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\8ASYCNLB\bannerpaws@jsums.edu) | |
| Date | Click here to enter a date. |
| Employee’s Name and Title | Click here to enter text. |
| Employee’s J-Number | Click here to enter text. |
| Employee’s Email Address | Click here to enter text. |
| Employee’s Department and Extension | Click here to enter text. |
| Supervisor’s Name and Extension | Click here to enter text. |

**Check ‘Create New ODS/COGNOS Account’ or ‘Change Existing ODS/COGNOS Account’ and   
Select ‘COGNOS License Role’**

|  |  |  |
| --- | --- | --- |
|  | Create New ODS/COGNOS Account | |
|  | Change Existing ODS/COGNOS Account | |
|  | Set New Account to Mirror | J-number: J |
| Business Department Name | |  |
| **COGNOS License Role (see p.2 for definitions)** | | |
|  | Professional Author Role | |
|  | Advanced Business Author Role | |
|  | BI Business Author Role | |

Confidentiality Statement – Read Carefully and Sign

I agree to treat all information I am granted access to as confidential. I will use this information to fulfill my job responsibility only. I will not share access to, print, copy, or disclose confidential information to the University’s employees, students, or anyone else with no business need for it. This includes information concerning the University’s students, employees, vendors, consultants, contractors, and donors. I will not share my username and password with anyone.

I will comply with all University Policies and Procedures, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C 123g; 34 CFR Part 99), and all other regulations issued by the U.S. Department of Education which defines the confidentiality of student records, I agree to comply with all other Federal, State and District laws,

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ read this confidentiality statement. I understand my obligation and liability as an authorized user of the University’s information systems. I understand that failure to abide by these conditions may result in disciplinary action including termination of access, employment, and/or prosecution.

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Signature of User/Date

**APPROVALS**

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Department Head/Date

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Banner Support Services Date Completed or Denied

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Banner Support Services Executive Director

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| **COGNOS License Role** | | **Tools included with this License Role** |
| Professional Author | | * Report Studio * Query Studio * COGNOS Workspace * COGNOS Workspace Advanced * COGNOS Connection |
| Advanced Business Author | | * Query Studio * Analysis Studio * COGNOS Workspace * COGNOS Workspace Advanced * COGNOS Connection |
| BI Business Author | | * Query Studio * COGNOS Workspace * COGNOS Connection |
| **Reporting Tool Set:** | | |
| Report Studio | Professional Authoring tool providing the ability to create, edit and distribute a  wide range of professional reports. The tool provides enhanced report writing  abilities to create calculations and format results than is offered through Query  Studio. | |
| Query Studio | Provides institutional users with the ability to view data; create queries; as well  as format, filter, summarize and calculate data in saved reports. | |
| Event Studio | |  | | --- | | Provides Event management capabilities for COGNOS. Decision-makers can be notified when user-defined events happen so they can make timely and effective decisions based on the provided information. | | |
| Analysis Studio | |  | | --- | | Institutional users explore, analyze and compare data using pivot-table like drag/drop capabilities. COGNOS Cubes developed using Transformer must be present in COGNOS for use with this tool. | | |
| Metric Studio | |  | | --- | | Provides the institution with the ability to create a customized scorecard environment for monitoring and analyzing institution-defined metrics. | | |
| **Portal & Dashboard Tools:** | | |
| COGNOS Connection | |  | | --- | | Web portal providing users access to their licensed tools and the COGNOS reports they are authorized to run/view. COGNOS connection also provides the ability to create both group and individual portal pages also known as Dashboards. | | |
| COGNOS Workspace | |  | | --- | | Provides institutional users with the ability to create interactive dashboards using COGNOS content created with the different COGNOS Studios. Workspace also provides the capabilities to e-mail dashboards, use comments and activities for collaborative decision making. | | |
| COGNOS Workspace Advance | |  | | --- | | Provides institutional users with the ability for creating advanced analysis and reports. It is designed for ease of use and provides the following capabilities – writing reports that include charting, filtering, and calculation capabilities within the same dashboard environment as provided in COGNOS Workspace. | | |