

**DECISION SUPPORT UNIT SECURITY CONTACT ACCESS REQUEST
APPLICATION (DS USC APP)**

STEP BY STEP INSTRUCTIONS

Table of Contents

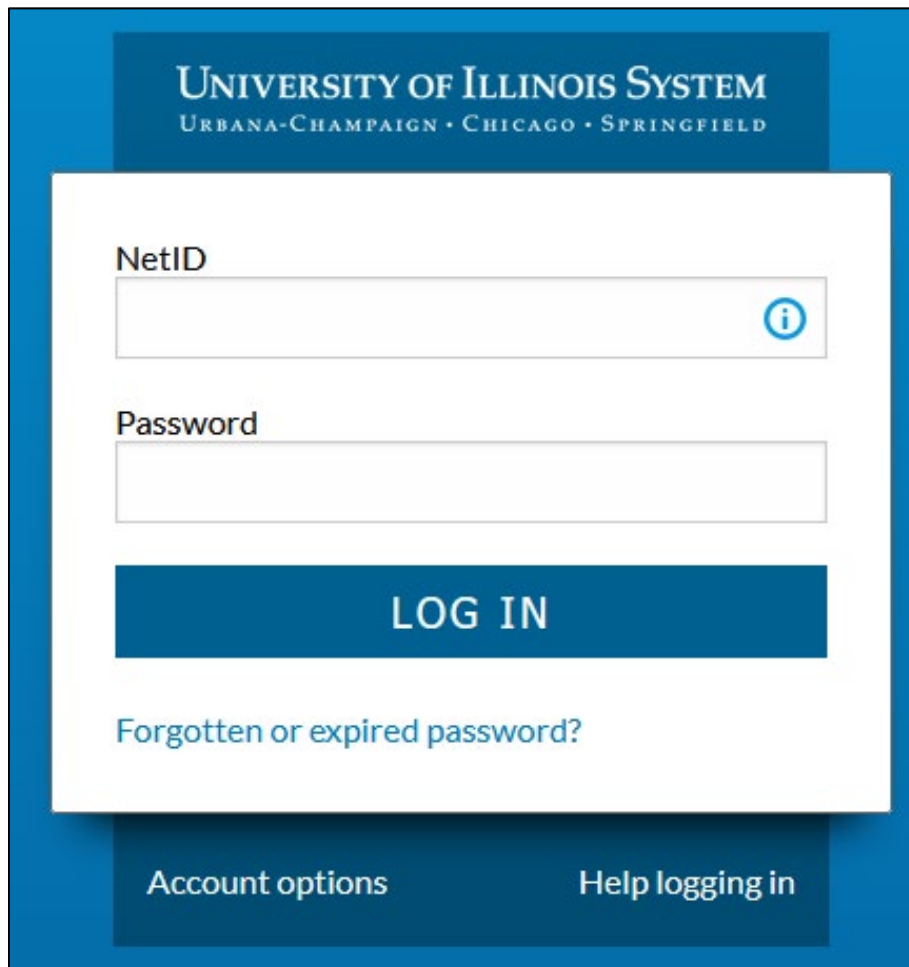
(Click to jump to a section)

Decision Support Unit Security Contact Access Request Application (DS USC APP)	2
Home Page	3
EDW User/Individual Account (Add/Remove)	4
Request access for a new user or additional access for an existing user who is a university employee. ..	4
Request to remove access for an existing user	10
Request to remove access for a user who has left your department or the University	14
Request access for a new user or additional access for an existing user who is NOT a university employee.....	19
EDW Application Account (Add/Remove)	22
Requesting access for an Enterprise Data Warehouse Application Account.....	22
EDW View Access Requests	27
Review Request Status for a University Employee	27
Review Request Status for a Non-University Employee	29
Review Request Status for Requests YOU have Submitted	31

Decision Support Unit Security Contact Access Request Application (DS USC APP)

The Decision Support USC application can be accessed from the following Link: [Decision Support USC Application](#)

Enter your NetID and Password



The screenshot shows a login interface for the University of Illinois System. At the top, the university's name and locations are displayed. Below this, there are two input fields: one for 'NetID' and one for 'Password'. The 'NetID' field includes an information icon. A prominent blue 'LOG IN' button is centered below the fields. Below the button, there is a link for 'Forgotten or expired password?'. At the bottom of the interface, there are two links: 'Account options' and 'Help logging in'.

*NOTE: Only Unit Security Contacts have access to this application.

Home Page

The home page of the Decision Support USC application is comprised of the following sections:

- **Main Menu** – takes you back to this Main Menu page and is available from every section of the application.
- **Logout** – logs you out of the Decision Support USC application and does **NOT** save partially completed requests.
- **EDW User/Individual Account (Add/Remove)** – Request access for a new user or additional access for an existing user who is a university employee.
- **EDW Application Account (Add/Remove)** – Request access for a new application account or additional access for an existing application account. Application accounts only have direct ODBC access to the data and are typically used by other applications to download bulk data.
- **EDW View Access Request** – View a user’s access requests or requests you have submitted.

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You are currently logged in as ahall1

DECISION SUPPORT Main Menu | Logout

Main Menu

[EDW User/Individual Account \(Add/Remove\)](#)

[EDW Application Account \(Add/Remove\)](#)

[EDW View Access Requests](#)

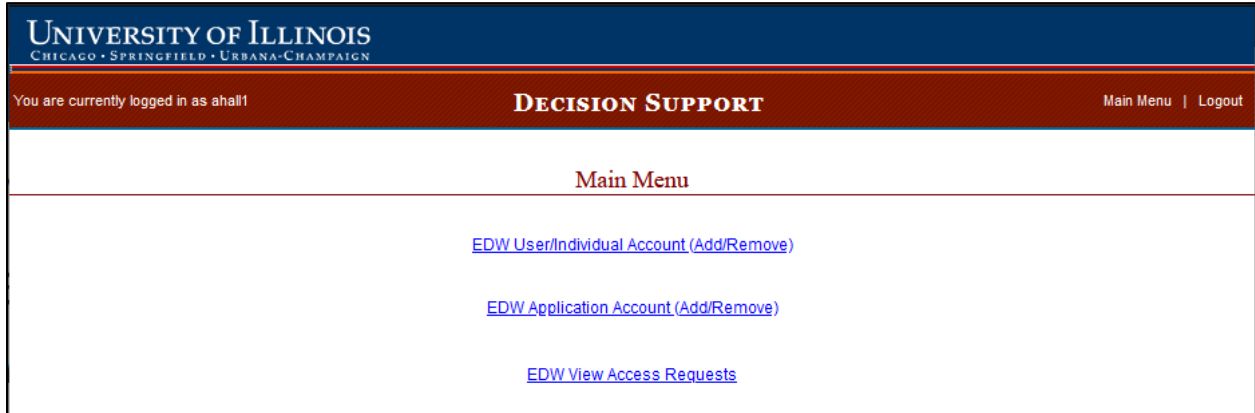
*NOTE: The Decision Support USC application will automatically log out after 30 minutes of inactivity. Partially completed requests will NOT be saved.

EDW User/Individual Account (Add/Remove)

Request access for a new user or additional access for an existing user who is a University Employee.

The DS USC App will only allow USCs to request access for an employee with an active job.

Select EDW User/Individual Account (Add/Remove).



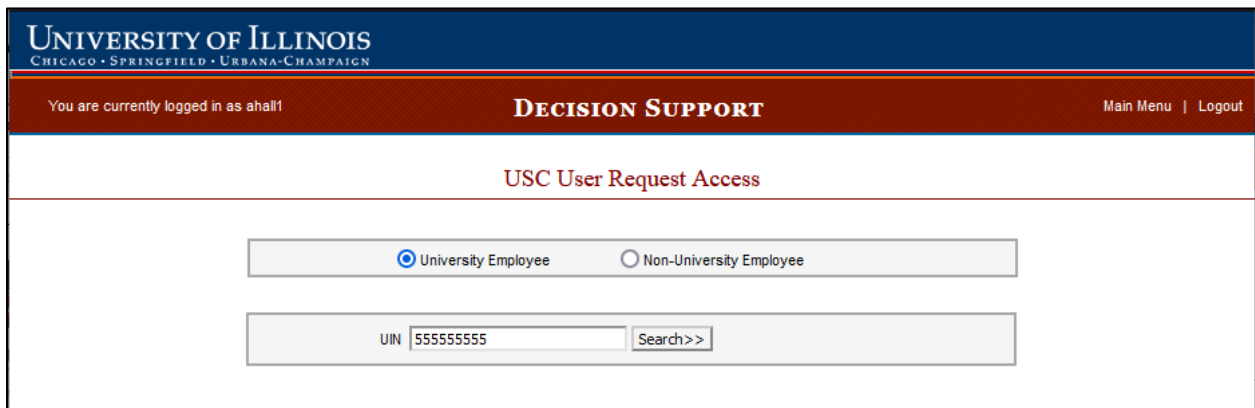
The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the logo, it says "You are currently logged in as ahal1". The main header is "DECISION SUPPORT" with "Main Menu | Logout" on the right. The main content area is titled "Main Menu" and contains three blue links: "EDW User/Individual Account (Add/Remove)", "EDW Application Account (Add/Remove)", and "EDW View Access Requests".

Select the University Employee radio button.



The screenshot shows the "USC User Request Access" form. The top navigation bar is the same as in the previous screenshot. The main content area is titled "USC User Request Access" and contains two radio buttons: "University Employee" (which is selected) and "Non-University Employee".

Enter the employee's UIN and select Search.



The screenshot shows the "USC User Request Access" form with the "University Employee" radio button selected. Below the radio buttons, there is a text input field for "UIN" containing the value "55555555" and a "Search>>" button.

If the user's First Name, Last Name and Email address are correct Select Confirm User.

The USC User Request Access page will list all Previously Completed Access Requests that have been submitted for the employee.

Select Add New Access Requests.

Previously Completed Requests				
Date	Job Category	Subject Area	Request Type	Select/Deselect All
08-17-2012	Data Analyst (Limited)	Student Application Census	Add	<input type="checkbox"/>
08-17-2012	Data Analyst (Limited)	STU Registration Census	Add	<input type="checkbox"/>
06-13-2012	Standard Report Access requests	Finance	Add	<input type="checkbox"/>

Select Continue Grant Access.

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You are currently logged in as ahal1

DECISION SUPPORT [Main Menu](#) | [Logout](#)

User Information

First Name	:	Alexander
Middle Name	:	J
Last Name	:	Hall
Telephone no.	:	217 3334543
Email	:	ahal1@illinois.edu
Campus	:	UIUC Urbana / Champaign
College/Unit	:	Admin Info Technology Services
Department	:	Admin Info Technology Services
Title	:	BUS INTELLIGENCE SUPPORT ANLYS

*The User Information displayed above is pulled directly from EDW. If any portion of the information is incorrect, updates must be completed in BANNER.

[Continue Grant Access](#)

Select the DS Job Category that most accurately reflects the employee’s job function. You can **only** select one DS Job Category per request. Requests that include more than one DS Job Category will need to be submitted separately.

Select the Data Subject Area from the pick list. The Data Subject Area corresponds to the type of data (for example, Finance, HR/Pay, Student Registration, etc.) the user needs to access in the Enterprise Data Warehouse. Hold down the CTRL key to select multiple Data Subject Areas.

You can get additional Information about the Job Categories and Subject Areas from the [Enterprise Data Warehouse Access Plan](#) (section 2.2 on the linked webpage).

The screenshot shows the 'Data Desired' form in the Decision Support system. The form is titled 'Data Desired' and is located within a header that includes the University of Illinois logo and the text 'DECISION SUPPORT'. The user is logged in as 'ahall1'. The form contains the following sections:

- DS Job Category:** A dropdown menu with the following options: Agr Consumer/Env Sciences, AITS Report Developers, AITS Staff, Annual USC Security Cleanup, and Capital Programs. A red note states: "You can only select one DS Job Category".
- Select Data Subject Area:** A dropdown menu with the option "-Select Area-". A red note states: "Hold down the CTRL key to select multiple Data Subject Areas".
- User Role Guide:** A link labeled "pdf".
- Intended Use of Data (Describe):** A text area for describing the intended use of the data.
- Has user signed UI Information Security Compliance Form?:** Radio buttons for "No" (selected) and "Yes". A link labeled "See Information Security Compliance Form>>" is provided.
- Has user received FERPA training?:** Radio buttons for "No" (selected) and "Yes". A link labeled "See FERPA Information>>" is provided.
- Buttons:** "Submit" and "Reset" buttons are located at the bottom of the form.

A red note at the bottom of the form states: "Decision Support Security will verify USC authorization over selected role before access is granted."

In the Intended Use of Data (Describe) box, briefly describe the employee’s access needs and provide a compelling business reason for the access. Due to the sensitivity of certain HR and Student data, access can be provisioned in a number of ways (see examples below). Be sure to include what level of access the employee needs.

- Department-level – Access to data is restricted to the employee’s department.
- College-level – Access to data is restricted to the employee’s college.
- Campus-level – Access to data is restricted to the employee’s campus. *Note: campus-level access requires campus-level approval. Decision Support will obtain this approval after the request is submitted.

For the UI Information Security Compliance Form question, select the appropriate radio button to indicate if the employee has a signed UI Information Security Compliance Form on file.

For the FERPA Training question, select the appropriate radio button. If student data or finance accounts receivable data is being requested, the USC is required to confirm that the employee has completed their campus’s FERPA training. If student data or finance accounts receivable data is being requested and the employee has NOT completed their campus’s FERPA training, access WILL NOT be granted.

When you have completed the form select Submit.

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DECISION SUPPORT
Main Menu | Logout

Data Desired

<p style="text-align: center; font-weight: bold; font-size: small;">DS Job Category</p> <p style="text-align: center; font-size: x-small; color: red;">You can only select one DS Job Category</p> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Capital Programs Course Instructor Course/Timetable Manager Data Analyst (Full) <li style="background-color: #003366; color: white;">Data Analyst (Limited) </div>	<p style="text-align: center; font-weight: bold; font-size: small;">Select Data Subject Area</p> <p style="text-align: center; font-size: x-small; color: red;">Hold down the CTRL key to select multiple Data Subject Areas</p> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> myProposals (General Use) myProposals (IRB and ACC Compliance Officer) STU Catalog and Schedule STU Financial Aid <li style="background-color: #003366; color: white;">STU Pre-Registration and Registration </div>	<p style="font-size: x-small; font-weight: bold;">User Role Guide</p> <p style="font-size: x-small; color: blue;">pdf</p>
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*Decision Support Security will verify USC authorization over selected role before access is granted.

Intended Use of Data (Describe)

Employee needs access to student registration data to provide college leadership with reports on student enrollment trends. Access is needed at the college level.

Has user signed UI Information Security Compliance Form?

No Yes [See Information Security Compliance Form>>](#)

Has user received FERPA training?

No Yes [See FERPA Information>>](#)

The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you and the user.

Select Submit Another Request if you need to submit another request.

Select Logout if you are ready to leave the Decision Support USC application.

The screenshot shows the top navigation bar of the Decision Support application. The left side of the bar contains the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". The right side contains the text "Main Menu | Logout". Below the navigation bar, the page title "DECISION SUPPORT" is centered. The main content area is white and contains a message box with the following text: "Access request has been successfully submitted. You and the user will receive email notification when the access you requested has been completed." Below the message are two links: "Submit Another Request" and "Logout".

Request to remove access for an existing user

You should request to remove access when a user no longer requires some of their access but still requires an account.

Select EDW User/Individual Account (Add/Remove).

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the logo, it says "You are currently logged in as aha11". The main header is "DECISION SUPPORT" with "Main Menu | Logout" on the right. The main content area is titled "Main Menu" and contains three links: "EDW User/Individual Account (Add/Remove)", "EDW Application Account (Add/Remove)", and "EDW View Access Requests".

Select the University Employee radio button.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the logo, it says "You are currently logged in as aha11". The main header is "DECISION SUPPORT" with "Main Menu | Logout" on the right. The main content area is titled "USC User Request Access" and contains two radio buttons: "University Employee" and "Non-University Employee".

Enter the employee's UIN and select Search.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the logo, it says "You are currently logged in as aha11". The main header is "DECISION SUPPORT" with "Main Menu | Logout" on the right. The main content area is titled "USC User Request Access" and contains two radio buttons: "University Employee" (which is selected) and "Non-University Employee". Below the radio buttons is a text input field with "UIN" and the value "55555555", followed by a "Search>>" button.

If the user's First Name, Last Name and Email address are correct Select Confirm User.

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Main Menu | Logout

You are currently logged in as ahall1 **DECISION SUPPORT**

USC User Request Access

University Employee
 Non-University Employee

UIN

First Name	Alexander
Last Name	Hall
Email	ahall1@illinois.edu

[Confirm User](#)

The USC User Request Access page will list all Previously Completed Access Requests that have been submitted for the user.

Select the check boxes next to the access requests you'd like to remove, and then select Remove Requested Access.

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Main Menu | Logout

You are currently logged in as ahall1 **DECISION SUPPORT**

USC User Request Access

University Employee
 Non-University Employee

UIN

First Name	Alexander
Last Name	Hall
Email	ahall1@illinois.edu

[Confirm User](#)

Previously Completed Requests				
Date	Job Category	Subject Area	Request Type	Select/Deselect All
08-17-2012	Data Analyst (Limited)	Student Application Census	Add	<input checked="" type="checkbox"/>
08-17-2012	Data Analyst (Limited)	STU Registration Census	Add	<input checked="" type="checkbox"/>
06-13-2012	Standard Report Access requests	Finance	Add	<input checked="" type="checkbox"/>

Provide a brief reason why the access is being removed.

Select Request Removal.

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You are currently logged in as aahall1

DECISION SUPPORT

Main Menu | Logout

Confirm Removal Of Request Access

Date	Job Category	Subject Area
06-13-2012	Standard Report Access requests	Finance

Reason for deleting access

User no longer needs access to Finance Standard Reports due to a change in job duties.

Request Removal | Reset

You will be asked to confirm that you would like to remove the access.

Select OK if you would like to continue removing the access or Cancel to keep the access on the user's account.

appserv7.admin.uillinois.edu

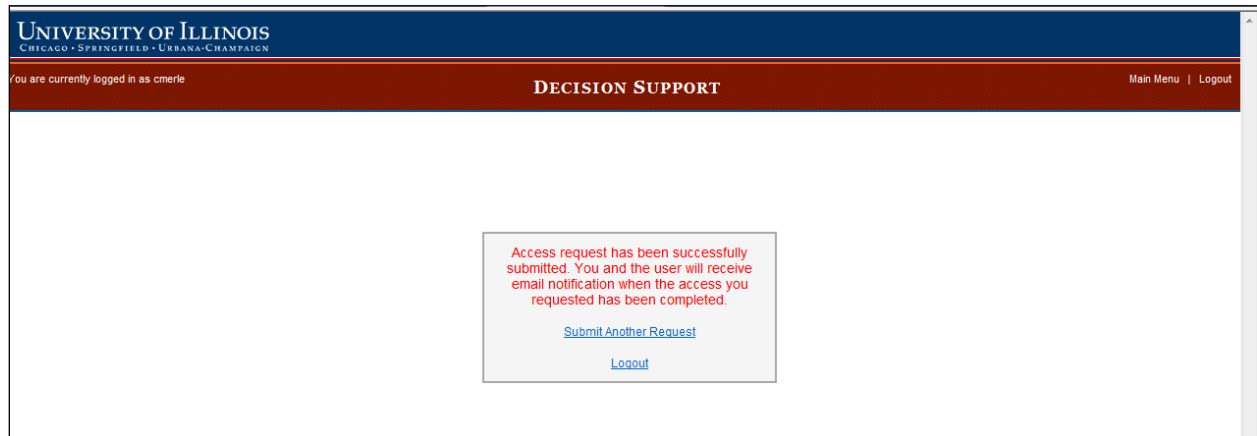
Are you sure you want to remove access?

OK Cancel

The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you. Users are NOT notified when access is removed.

Select Submit Another Request if you need to submit another request.

Select Logout if you are ready to leave the Decision Support USC application.



Request to remove access for a user who has left your department or the University

You should request to remove ALL access when a user leaves your department or the University.

If the user needs access in a new position at the University, their new USC should request the needed access.

Select EDW User/Individual Account (Add/Remove).

The screenshot shows the top navigation bar of the University of Illinois Decision Support system. The header includes the university logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the header, the user is logged in as "ahal1". The main title is "DECISION SUPPORT", and there are links for "Main Menu" and "Logout". The main content area is titled "Main Menu" and contains three blue links: "EDW User/Individual Account (Add/Remove)", "EDW Application Account (Add/Remove)", and "EDW View Access Requests".

Select the University Employee radio button.

The screenshot shows the "USC User Request Access" form in the Decision Support system. The header and navigation elements are the same as in the previous screenshot. The main content area is titled "USC User Request Access" and contains a form with two radio buttons: "University Employee" and "Non-University Employee".

Enter the user's UIN and select Search.

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You are currently logged in as ahal11

DECISION SUPPORT [Main Menu](#) | [Logout](#)

USC User Request Access

University Employee Non-University Employee

UIN

If the user's First Name, Last Name and Email address are correct select Confirm User.

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You are currently logged in as ahal11

DECISION SUPPORT [Main Menu](#) | [Logout](#)

USC User Request Access

University Employee Non-University Employee

UIN

First Name	Alexander
Last Name	Hall
Email	ahal11@illinois.edu

[Confirm User](#)

The USC User Request Access page will list all Previously Completed Access Requests that have been submitted for the user.

Select Remove Account (User has left Department or University)

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Main Menu | Logout

You are currently logged in as ahall1 **DECISION SUPPORT**

USC User Request Access

University Employee
 Non-University Employee

UIN

First Name	Alexander
Last Name	Hall
Email	ahall1@illinois.edu

[Confirm User](#)

Previously Completed Requests				
Date	Job Category	Subject Area	Request Type	Select/Deselect All
08-17-2012	Data Analyst (Limited)	Student Application Census	Add	<input type="checkbox"/>
08-17-2012	Data Analyst (Limited)	STU Registration Census	Add	<input type="checkbox"/>
06-13-2012	Standard Report Access requests	Finance	Add	<input type="checkbox"/>

Select Continue Account Removal Request

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You are currently logged in as ahall1

DECISION SUPPORT

Main Menu | Logout

User Information

First Name	:	Alexander
Middle Name	:	J
Last Name	:	Hall
Telephone no.	:	217 3334543
Email	:	ahall1@illinois.edu
Campus	:	UIUC Urbana / Champaign
College/Unit	:	Admin Info Technology Services
Department	:	Admin Info Technology Services
Title	:	BUS INTELLIGENCE SUPPORT ANLYS

*The User Information displayed above is pulled directly from EDW. If any portion of the information is incorrect, updates must be completed in BANNER.

Continue Account Removal Request

Provide a brief reason why the account is being removed.

Select Submit.

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You are currently logged in as ahall1

DECISION SUPPORT

Main Menu | Logout

Account Removal Request

Reason for Account Removal

User has left the University.

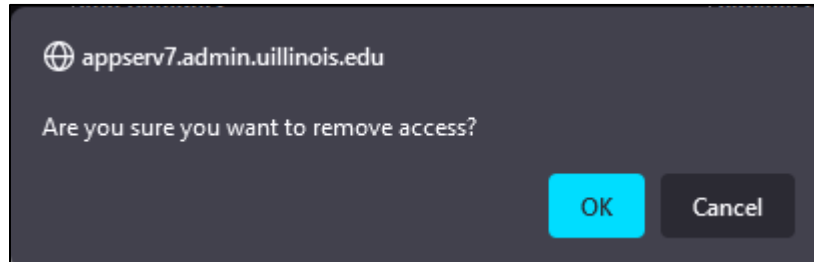
*Reason for making this request

User has left the University.

Submit Reset

You will be asked to confirm that you would like to remove the access.

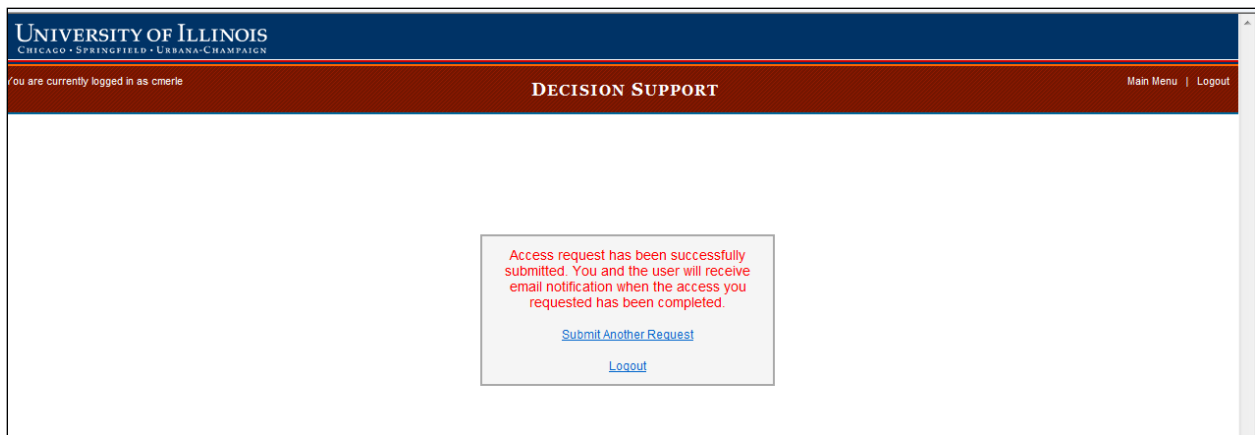
Select OK if you would like to continue removing the access or Cancel to keep the user's account active.



The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you. Users are NOT notified when an account is removed.

Select Submit Another Request if you need to submit another request.

Select Logout if you are ready to leave the Decision Support USC application.



Request access for a new user or additional access for an existing user who is NOT a university employee

The process for requesting access or removing access for Non-University employees is similar to the University Employee Request.

Select Non-University Employee.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this is a dark red bar with "You are currently logged in as ahal1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area has a white background with the title "USC User Request Access" in red. Below the title is a horizontal bar containing two radio button options: "University Employee" (unselected) and "Non-University Employee" (selected).

Enter the Non-University employee's first and last names.

Select Search.

This screenshot shows the same form as the previous one, but with the "Non-University Employee" radio button selected. Below the radio buttons is a form with two input fields: "First Name" containing "Alexander" and "Last Name" containing "Hall". To the right of the "First Name" field is a "Search>>" button. At the bottom of the form, there is a red error message: "User does not exist." followed by a blue link: "Add New Non University Employee >>".

If the user is found, their information will be returned.

If the user is not found, select Add New Non University Employee >>.

The screenshot shows a web application interface for the University of Illinois. At the top, there is a blue header with the university logo and name. Below this is a dark red navigation bar containing the text "You are currently logged in as ahal1", "DECISION SUPPORT", and "Main Menu | Logout". The main content area is titled "USC User Request Access" and features two radio buttons: "University Employee" (unselected) and "Non-University Employee" (selected). Below the radio buttons are two input fields: "First Name" with the value "Alexander" and "Last Name" with the value "Hall". A "Search>>" button is positioned to the right of the "First Name" field. At the bottom of the form, a red error message reads "User does not exist." followed by a blue hyperlink "Add New Non University Employee >>".

Complete the Non University Employee Entry Form, and when completed, select Submit.

- Responsible Person UIN/Name – this should be the UIN/Name for the full-time employee that is responsible for (1) the oversight of the non university employee, and (2) ensuring that the access to the data will be removed when the employee is no longer working in their unit.
 - The Responsible Person cannot be the USC submitting this form. If you, as USC, need to be listed as the Responsible Person, another USC in your unit will need to submit the form.
- Preferred ID – this should be the NetID of the Non University Employee.

The screenshot shows a web interface for the University of Illinois. At the top, there is a blue header with the university logo and name. Below that is a red navigation bar with the text "DECISION SUPPORT" and links for "Main Menu" and "Logout". The main content area is titled "Non University Employee Entry Form". It contains a form with the following fields: "Responsible Person UIN" (required), "First Name" (filled with "Alexander"), "Last Name" (filled with "Hall"), "Middle Name", "Preferred Id", "Contact no." (with three sub-fields), "Email", "Street Address" (with three stacked sub-fields), "City", "State" (with a dropdown menu), "State Code" (with a dropdown menu and a ">>" button), and "Zip Code". A note at the top of the form states "Fields with asterisk are required." At the bottom of the form are "Submit" and "Reset" buttons.

The remaining steps for Adding access, Removing access or Removing an account follow the same process as a University Employee and can be found on pages 4-18.

EDW Application Account (Add/Remove)

Requesting access for an Enterprise Data Warehouse Application Account

Application accounts are designated for units with a computer application, or group of applications, that requires scheduled retrievals of data from the Data Warehouse.

Select EDW Application Account (Add/Remove).

The screenshot shows the top navigation bar of the University of Illinois Decision Support system. The header includes the university logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the header, a dark red bar contains the text "DECISION SUPPORT" in white, with "You are currently logged in as ahal1" on the left and "Main Menu | Logout" on the right. The main content area is white and features a "Main Menu" section with three blue hyperlinks: "EDW User/Individual Account (Add/Remove)", "EDW Application Account (Add/Remove)", and "EDW View Access Requests".

1) Enter the name of your Application Account

- If you are requesting a new Application Account be created, use the following naming convention:
 - APP_XYZ123_Campus, where XYZ123 is an acronym for the department and application, and Campus is UIC/UIUC/UIS
 - Examples: APP_SUPCOM_UIUC and APP_CAS_UIC
- If you are requesting to add access to an existing Application Account, enter the name of the existing Application Account here, and the account's data steward's UIN in #5.

The screenshot shows the "USC Application Request" page. The header is identical to the previous screenshot. Below the header, the text "USC Application Request" is centered. A red asterisk is placed above the "Application Name" label. A text input field is provided for the user to enter the application name. Below the input field, a red note states: "All items with red (*) asterisk are required." The page also includes a vertical scrollbar on the right side.

2) Select the DS Job Category that most accurately reflects the application account's function. You can only select one DS Job Category per request. Requests that include more than one DS Job Category will need to be submitted separately.

Select the Data Subject Area from the pick list. The Data Subject Area corresponds to the type of data (for example, Finance, HR/Pay, Student Registration, etc.) the application account needs to access in the Enterprise Data Warehouse. Hold down the CTRL key to select multiple Data Subject Areas.

You can get additional Information about the Job Categories and Subject Areas from the [Enterprise Data Warehouse Access Plan](#) (section 2.2 on the linked webpage).

2) * Check the box(es) to indicate which data the application requires.

DS Job Category You can only select one DS Job Category	Select Data Subject Area Hold down the CTRL key to select multiple Data Subject Areas	User Role Guide
Capital Programs Course Instructor Course/Timetable Manager Data Analyst (Full) Data Analyst (Limited)	-Select Area-	pdf

*Decision Support Security will verify USC authorization over selected role before access is granted.

3) Describe the likely data download pattern to be used by the Application.

3) * Briefly describe the likely pattern by the Application. For example, will volumes of data be extracted on a scheduled basis at night by the Application? Will the application pull smaller amounts of data dynamically while end-users are connected to application? Will there be a daily, weekly, monthly retrieval of data? Is access by the Application attended/unattended?

4) Describe the intended use of data by the Application.

4) * Describe the intended use of the data by the Application. Include a description of the intended audience for the downstream data (approximate number of people and job roles). If the Application is passing data to another application or database, include that information.

5) Enter the UIN for the individual responsible for the Application Account.

5) * Who is the individual responsible for the Application Account - primary user?

UIN	659067557	Search>>
First Name		
Middle Name		
Last Name		
Telephone no.		
Email		
Campus		
College/Unit		
Department		
Title		

Select Search. Their information should populate the fields under UIN.

Select Continue Grant Access.

5) * Who is the individual responsible for the Application Account - primary user?

UIN	659067557	Reset>>
First Name	Alexander	
Middle Name	J	
Last Name	Hall	
Telephone no.	217	3334543
Email		
Campus	UIUC Urbana / Champaign	
College/Unit	Admin Info Technology Services	
Department	Admin Info Technology Services	
Title	BUS INTELLIGENCE SUPPORT ANLYS	

Continue Grant Access

6) Provide the name of the individual responsible for the Application's security plan to ensure appropriate downstream use of the data retrieved. This should be the employee listed in #5.

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You are currently logged in as ahall1

DECISION SUPPORT

Main Menu | Logout

USC Application Request

All items with red (*) asterisk are required.

6) * Should there be any questions about the security of the data used by the Application, who is the individual responsible for the Application's security plan to ensure appropriate downstream use of the data retrieved.

7) Provide any comments, suggestions, or questions.

7) Your comments, suggestions or questions:

Indicate whether the individual identified in step 5 has a signed UI Information Security Compliance Form on file, and whether that individual has completed their campus's FERPA training. Read and confirm that you understand the guidelines and restrictions.

Select Submit.

8) Has user signed UI Information Security Compliance Form?

No Yes [See Information Security Compliance Form>>](#)

9) Has user received FERPA training?

No Yes [See FERPA Information>>](#)

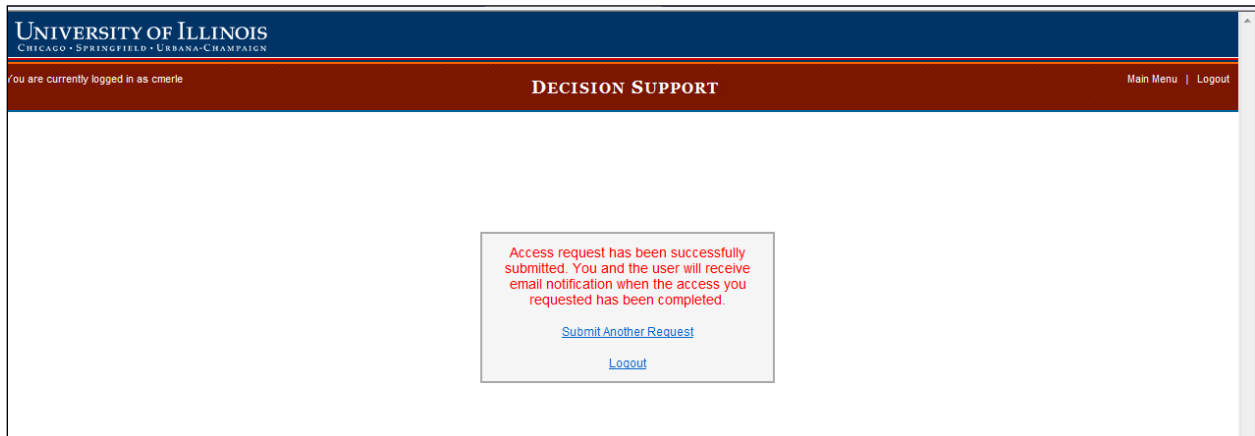
* I have read and understand the [guidelines and restrictions](#) for a Data Warehouse Application account.

Yes

The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you and the user who is responsible for the Application Account, identified in step 5.

Select Submit Another Request if you need to submit another request.

Select Logout if you are ready to leave the Decision Support USC application.



The screenshot displays the 'DECISION SUPPORT' application interface. At the top, there is a dark blue header with the University of Illinois logo and the text 'CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN'. Below this is a dark red navigation bar containing the text 'DECISION SUPPORT' in the center, 'Main Menu | Logout' on the right, and 'You are currently logged in as cmerle' on the left. The main content area is white and features a central message box with a light gray border. The message text is: 'Access request has been successfully submitted. You and the user will receive email notification when the access you requested has been completed.' Below the message are two blue hyperlinks: 'Submit Another Request' and 'Logout'.

EDW View Access Requests

The Decision Support USC application allows USC's to review the status of requests for University Employees, Non-University Employees, or requests that USC has submitted.

Review Request Status for a University Employee

Select EDW View Access Requests.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this, a dark red bar contains "You are currently logged in as ahal1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is white and titled "Main Menu". It contains three blue hyperlinks: "EDW User/Individual Account (Add/Remove)", "EDW Application Account (Add/Remove)", and "EDW View Access Requests".

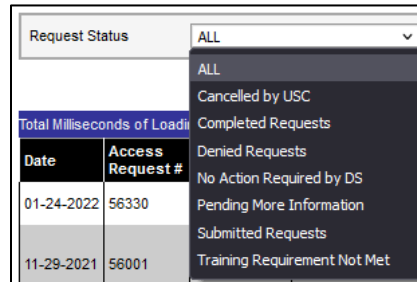
Select University Employee.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this, a dark red bar contains "You are currently logged in as ahal1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is white and titled "Review Request Status". It features three radio buttons in a light gray box: "Non University Employee", "Requests I Submitted", and "University Employee".

Enter the employee's UIN and select Search.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this, a dark red bar contains "You are currently logged in as ahal1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is white and titled "USC User Request Access". It features two radio buttons in a light gray box: "University Employee" (which is selected) and "Non-University Employee". Below this is a search bar with the text "UIN" followed by a text input field containing "55555555" and a "Search>>" button.

All requests will be displayed, but you can limit the results by using the Request Status drop down menu.



The screenshot shows a web interface with a 'Request Status' dropdown menu set to 'ALL'. Below the dropdown is a table with columns for 'Date' and 'Access Request #'. The table contains two rows of data: one for 01-24-2022 with request number 56330, and another for 11-29-2021 with request number 56001. The dropdown menu is open, showing options: ALL, Cancelled by USC, Completed Requests, Denied Requests, No Action Required by DS, Pending More Information, Submitted Requests, and Training Requirement Not Met.

Date	Access Request #
01-24-2022	56330
11-29-2021	56001

Note that this list does not necessarily show what access the employee currently has; just the requests that were submitted.

The most reliable way for a USC to see current access is to use the USC Standard Report in EDDIE – [Data Access for Users in Orgs of USC](#).

Review Request Status for a Non-University Employee

Select EDW View Access Requests.

The screenshot shows the top navigation bar with the University of Illinois logo and the text 'CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN'. Below this, a dark red bar contains 'You are currently logged in as ahal1', 'DECISION SUPPORT', and 'Main Menu | Logout'. The main content area is titled 'Main Menu' and contains three blue links: 'EDW User/Individual Account (Add/Remove)', 'EDW Application Account (Add/Remove)', and 'EDW View Access Requests'.

Select Non University Employee.

The screenshot shows the 'DECISION SUPPORT' header. The main content area is titled 'Review Request Status' and contains three radio button options: 'Non University Employee', 'Requests I Submitted', and 'University Employee'. The 'Non University Employee' option is selected.

Enter the Non-University employee's first and last names.

The screenshot shows the 'DECISION SUPPORT' header. The main content area is titled 'USC User Request Access' and contains two radio button options: 'University Employee' and 'Non-University Employee'. The 'Non-University Employee' option is selected. Below this, there are two input fields: 'First Name' with the value 'Alexander' and a 'Search>>' button, and 'Last Name' with the value 'Hall'.

All requests will be displayed, but you can limit the results by using the Request Status drop down menu.

Request Status		ALL
		ALL
		Cancelled by USC
		Completed Requests
		Denied Requests
		No Action Required by DS
		Pending More Information
		Submitted Requests
		Training Requirement Not Met

Total Milliseconds of Load	Date	Access Request #
	01-24-2022	56330
	11-29-2021	56001

Review Request Status for Requests YOU have Submitted

Select EDW View Access Requests.

The screenshot shows the top navigation bar with the University of Illinois logo and the text 'CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN'. Below this, a dark red bar contains 'You are currently logged in as ahall1', 'DECISION SUPPORT', and 'Main Menu | Logout'. The main content area is titled 'Main Menu' and contains three blue links: 'EDW User/Individual Account (Add/Remove)', 'EDW Application Account (Add/Remove)', and 'EDW View Access Requests'.

Select Requests I Submitted.

The screenshot shows the 'DECISION SUPPORT' header with the same navigation elements. The main content area is titled 'Review Request Status' and contains three radio buttons: 'Non University Employee', 'Requests I Submitted', and 'University Employee'. The 'Requests I Submitted' option is selected.

Check the Include User Detail check box. *NOTE: If this box is not checked, the request list will be displayed without indicating for which user the request was submitted.

Select Get Results. *NOTE: If you have submitted numerous requests, it may take a few minutes to load all of the data.

The screenshot shows the 'DECISION SUPPORT' header. The main content area is titled 'Review Request Status' and contains three radio buttons: 'Non University Employee', 'Requests I Submitted', and 'University Employee'. The 'Requests I Submitted' option is selected. Below the radio buttons is a checkbox labeled 'Include User Detail' which is checked, followed by a 'Get Requests >>' button. A red note below the checkbox states: 'Checking "Include User Detail" will increase page load time.'

All requests will be displayed, but you can limit the results by using the Request Status drop down menu.

Request Status		ALL
		ALL
		Cancelled by USC
Total Milliseconds of Load		Completed Requests
		Denied Requests
		No Action Required by DS
		Pending More Information
		Submitted Requests
		Training Requirement Not Met

Date	Access Request #
01-24-2022	56330
11-29-2021	56001