

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: _____ Is this a request for a new ODS account? Yes No
Check one ONLY

If you already have an ODS account, is this a request to modify your current access to the ODS because of a departmental transfer or change in duties? Yes No
Check one ONLY

- 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 Computing & Networking Resource and Responsible Use Policy & Guidelines](#) and the [CSM Administrative Data Access 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 listed above is a direct-report to me and has my approval to request access to Banner data through the ODS.

Supervisor's Name (print): _____

Title: _____ Phone: _____

Signature: _____ Date: _____

When completed, submit this form to **CCIT- Enterprise Systems, attn. Business Intelligence Team (GC220) or email to bi@mines.edu**