FIN/HCM BUSINESS INTELLIGENCE SECURITY ACCESS REQUEST

OFFICE OF MANAGEMENT AND BUDGET

SFN 59165 (5-2010)

Name of Person Requiring Access	Business Unit	Employee ID	Action
			☐ Add Employee
E-mail Address	Active Directory (ND Gov Account)	Date	☐ Change Existing
			☐ Delete Employee

To be completed by Agency Authorized Personnel. Remit to OMB when completed.

Cognos Business Intelligence			
Add	Remove	Active Directory Group	Description
Data Access - Cubes			
		FIN	Cubes: GL, AP, AR, and Projects
		HCM	Cubes: HCM and HCM Action
Reporting Capabilities			
		Consumer	Run reports only.
		Author	Develop reports and run reports in Analysis Studio, Report Studio Express, and Query Studio.
		Professional Author	Develop and run reports with Report Studio Professional Authoring (full reporting features). ** License fees apply, contact ITD for details.

*** Effective August 1, 2007, a background check is required prior to the assignment of any Financial and Payroll roles and includes Cognos BI access. See OMB Fiscal Policy 112.**

Authorized Agent Name (Please Print)	Telephone Number
Signature Approval	Date