

Enterprise Information Management Data Warehouse User Account Request Form

The purpose of this form is to grant appropriate access to the Enterprise Information Management (EIM) data warehouse while ensuring the security, confidentiality and appropriate use of all internal and external data which is processed, stored, maintained or transmitted on Kennesaw State University computer systems and networks. This includes unauthorized modification, destruction, or disclosure, whether intentional or accidental.

Employee Name: _____ **KSU #:** _____
Department: _____ **Net ID:** _____
Position Title: _____

(Please check one) Request access: Terminate access:

I request/terminate access to the following data that I have checked:

You must sign the **KSU Data and Information Confidentiality Agreement** to gain access to data below.

Data	Data Description and Acknowledgment	Authorization (EIM Use Only)
Academic	<p>Student Information. The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended affords students the right to have their personal information and educational records held in confidence with limited exceptions. These policies prohibit the distribution of individually identifiable confidential data, but permit aggregate or statistical reporting so long as identities cannot be derived.</p> <p>MUST COMPLETE THE ONLINE FERPA TUTORIAL IN COMPUTRAIN AND SUBMIT CERTIFICATE OF COMPLETION WITH THIS FORM.</p>	
Financial	<p>Financial Information. Security and confidentiality of financial data are matters of critical importance to the administration at Kennesaw State University.</p>	

Employee Signature **Date**

Supervisor Name **Supervisor Signature** **Date**

EIM Use Only: SAS Web Report Studio SAS Enterprise Guide SAS Microsoft Office Plug-in

Completed online FERPA tutorial and certificate of completion

Please sign and forward to Enterprise Information Management, Mail Drop #9108