

Financial Reporting Data Warehouse User Account Request Form

The purpose of this form is to grant appropriate access to the Financial Reporting 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 Name: _____

By checking this box, you acknowledge that you have read and will submit the [KSU Data and Information Confidentiality Agreement](#) to indicate your agreement to the terms as a condition for data access to be granted.

I request access to the following:

Data Description	Authorization (Office Use Only)
Security and confidentiality of financial data are matters of critical importance to administration at Kennesaw State University. Data includes personal services, travel and operating information.	
List all department IDs for which view access is being requested:	

Employee Signature

Date

Department Manager Name

Department Manager Signature

Date

Budget Office Use Only:

Please sign and forward to the Office of Budget & Planning, Mail Drop #9123 or email to Budget@kennesaw.edu