

**WASHINGTON STATE UNIVERSITY
DATA WAREHOUSE
ACCESS REQUEST FORM**

Appropriate Use Statement

I understand that I am responsible for respecting the confidentiality of information accessed via computer information systems. I understand that this information is to be used for official university purposes only. Misuse of system information can result in termination of employment or other disciplinary actions. The security of information is provided for by federal and state laws and university regulations (see BPPM 90.05, 90.06, and 90.07; EPM Executive Policy #8).

I understand that I am responsible for safeguarding my assigned password. I will not share my password with others.

I understand that unauthorized access to and/or unauthorized use of the university's computer systems or electronic databases may constitute criminal acts under RCW 9A.48.070-.100 and RCW 9A.52.110-.130.

I have read and agree to comply with the Appropriate Use Statement above.

Signature: _____ Date: _____

Name (First, Middle Initial, Last)	Network ID*	WSU ID Number	Phone Number

* If you do not already have a network ID, you may obtain one on the Web at <http://www.it.wsu.edu/AIS/html/login>.

Check the warehouse(s) to which access is requested:

Student Data Warehouse

Access to the Student Data Warehouse requires completion of Family Educational Rights and Privacy Act (FERPA) training. Contact the Registrar's office at 335-5346.

Financial Data Warehouse

DEPARTMENT CHAIR or DIRECTOR APPROVAL

Signature	Typed/Printed Name	Title of Authorizing Administrator	Date

DEAN or VICE PRESIDENT APPROVAL

Signature	Typed/Printed Name	Title of Authorizing Administrator	Date

Send this form to the appropriate Data Guardian(s) for approval. Data Guardians will forward this form to Information Technology - Campus zip 1222.

APPROVAL OF RESPONSIBLE DATA GUARDIAN

Student Affairs
Data Guardian for Student Data Warehouse
Campus zip 1066

Date

Business & Finance
Data Guardian for Financial Data Warehouse
Campus zip 1045

Date