Cognos Position Management Access Authorization Form (FASIS)

Name (PRINT)_____ Employee ID#_____

Title _____School/Dept. _____

Phone_____ E-mail _____Net ID _____ FASIS ID _____ Campus _____

If requesting to be set-up exactly like another Cognos Position Management User(s) in your dept/group, or you are replacing a Cognos Position Management user who left the department, who is/are the other User(s)?_____

CHARTSTRING SECURITY

Please list the Financial Departments (and corresponding Project IDs if necessary) here. If this space is insufficient, please attach another sheet.

Admin Unit	Financial Dept	Project ID	Admin Unit	Financial Dept	Project ID

☐ **Please check the box to the left if you need to see CUFS data for FY08 and earlier.**

FASIS DEPARTMENT SECURITY

Do you have FASIS access? _____ (yes or no)

If so, should the Cognos Department security be the same as the access that you have in FASIS? _____ (yes or no)

If you do not have FASIS security access or would like security different from your FASIS access; please list the FASIS Department numbers below. If this space is insufficient, please email an Excel spreadsheet of your department numbers to: k-booker-law@northwestern.edu

FASIS Dept Number	FASIS Dept Name

Statement of Agreement

- I will not seek personal benefit or permit others to benefit personally from information contained in the Cognos Position Management reports or queries

I HAVE READ THIS STATEMENT OF AGREEMENT FULLY AND UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT IS CAUSE FOR IMMEDIATE DISMISSAL OR OTHER APPROPRIATE DISCIPLINARY ACTION.

_____ _____

APPLICANT'S SIGNATURE **DATE** **SUPERVISOR'S SIGNATURE** **DATE**

_____ _____

HUMAN RESOURCES APPROVAL **DATE** **SCHOOL ADMINISTRATOR'S SIGNATURE** **DATE**

APPLICANT'S, SUPERVISOR'S AND SCHOOL ADMINISTRATOR'S SIGNATURES ARE MANDATORY.

NOTE: Forms that do not have all the requested duties and signatures will not be processed until a form with all signatures in original is received.

Please mail (**DO NOT FAX**) the completed form to Chris Tondini, FASIS, 1800 Sherman, Suite 600, Evanston Campus.
Questions? Call (847) 467-4800 or email fasishelp@northwestern.edu.

FOR FASIS USE ONLY, updated 01/30/2012
Received date_____ **Assigned by/Date**_____