

Information for Decision Enabling and Analysis System (IDEAS) Security Form

Please fax completed form to 304-293-7796

System Access Action: New Change Terminate Renew (Check only one)

Employee Name (Last, First, MI)

Organization

Address

Email

Phone Number

CONFIDENTIALITY CERTIFICATION

The West Virginia University Planning Division has been requested to provide me with access to the Information for Decision Enabling and Analysis System (IDEAS). I understand that I am being given access to this system for business purposes only. I further understand that while I may have the ability to access information for units other than the college, school, or departments for which I am responsible, I will not access, without prior approval, the information of any other college, school, or department. Additionally, I understand that my access to IDEAS may involve access to personal or confidential information and that such information is to be used for business purposes only. I understand that any breach of the understandings outlined above may be grounds for disciplinary action, up to and including termination. Due to the need for the confidentiality of student data, I have reviewed and understood the policies found at <http://ferpa.wvu.edu> and agree to abide by them.

Employee Signature

Date

I am authorizing _____ to access potentially confidential or sensitive business use data
Employee Name
 and in doing so I assume accountability for the secure handling of data extracted from IDEAS.

Dean/Director

Date

Dean/Director Name

INTERNAL USE ONLY

Requested Responsibilities (Check all that apply)

From:
(mm/dd/yy)

To:
(mm/dd/yy)

Comments

<input type="checkbox"/> IDEAS Viewer			
<input type="checkbox"/> IDEAS Dashboard			
<input type="checkbox"/> IDEAS Planning Division			
<input type="checkbox"/> IDEAS System Administration			

System Access: PROD TEST DEV

Drill Down: YES NO

Business Area Access: IDEA Student MAP Personnel Financial Aid

Planning Division

Date

System Administrator

Date

DBA Manager

Date

DBA

Date

Discoverer Administrator

Date

SQL Login

Role(s) Assigned