REQUEST FOR ACCESS TO UTBI DASHBOARDS, CUBES & REPORTS

Use this form to request access to data on the University of Toronto Business Intelligence Portal

CONFIDENTIAL when completed

INSTRUCTIONS

i. Please print all information legibly or fill and sign electronically.
ii. Complete applicable sections
iii. Send a copy to the address shown on the right
iv. Please keep a copy for your records

Enterprise Applications and Solutions Integration – Business Intelligence
215 Huron St., 9th Floor

Please scan and email requests to:

UTBI Mail Box: data@utoronto.ca

1. Complete the following information to identify yourself

Name: _____ _____ _____
Last name (Please print) *First name* *Initial*

Your job title: _____

UTORid: _____

Faculty: _____

Department: _____

Address: _____

Phone: _____ Fax: _____

E-mail Address: _____

2. USER PROFILE: Indicate the Subject Areas you require

Subject area:

- ☐ Admissions
- ☐ Research
- ☐ Student Income
- ☐ Retention Ad-Hoc Analysis
- ☐ Enrolment Planning
- ☐ Student Housing
- ☐ Course Enrolment
- ☐ Other _____
- ☐ Program Enrolment
- ☐ Program Performance Insight
- ☐ Retention Dashboard

3. CONFIDENTIALITY STATEMENT AND USER SIGNATURE

I understand and agree that the information/data I have been authorized to access is considered CONFIDENTIAL. Under no circumstances will such information available to me be used, conveyed or discussed by me, unless required in the performance of my duties. Failure to comply with this requirement may result in denial of access and other disciplinary action.

SECURITY REQUIREMENTS:

- ✍ **Keep your password confidential.**
- ✍ **Never use someone else's password.**
- ✍ **Never share your password with someone else.**

_____ _____
Your signature ***Date***

4. AUTHORIZATION: Obtain your Department Head's signature of approval

_____ _____ _____
Department Head's Name (Please print) *Title* *Univ.Tel.#*

_____
Department Head's Signature

FOR UTBI OFFICE USE ONLY:

_____ _____ _____
Received Data *Account Updated Date* *Staff Member's Name*