Office of Information Technology
WebFOCUS Security Request Form

Please check one: □ GRANT ACCESS  □ REVOKE ACCESS  □ MODIFY ACCESS

Requester's Name: ____________________________________________

                          Last                        First                        M.I.

FAU E-mail Address: ________________________________@fau.edu    Phone Ext. _____________

Request access to the following Domain/Content Folder (submit a separate form for each domain):

________________________________________________________________________________

WebFOCUS – Type of access (Please check one):

□ Basic User (Can run reports only)

□ Advanced User (Can create personal reports with InfoAssist, use some scheduling features, plus Basic User functions)

□ Developer (Can create, update, delete reports, access all scheduling features, plus Advanced User functions)

Reserved for Director/Manager of Requester:

I, ________________________________, authorize the above action for the individual.

PLEASE PRINT

__________________________________________

Signature                          Date

Reserved for Authorized Domain Builder:

I, ________________________________, authorize the above action for the individual.

PLEASE PRINT

__________________________________________

Signature                          Date

Reserved for OIT/WebFOCUS Administrator ONLY:

Granted by: ________________________________ (Include A ALL USERS Group)

__________________________________________

Signature                          Date
INSTRUCTIONS FOR COMPLETION OF Office of Information Technology WebFOCUS SECURITY REQUEST FORM.

1. Mark X in box indicating whether request is to GRANT, REVOKE or MODIFY access for an individual.

2. Print individual’s name.

3. Print FAU e-mail address and work phone extension. NOTE: For security and WebFOCUS functionality, e-mail address must be a valid @fau.edu. Any other FAU domains or outside domains will be rejected.

4. Mark X in box indicating WebFOCUS Type of Access.

5. Once signature is obtained from Requester’s Director/Manager and the Authorized Domain Builder, the form is to be submitted to the OIT WebFOCUS Administrator in Bldg. 22 Rm 242.

6. An e-mail confirmation message of the action taken by the OIT WebFOCUS Administrator will be sent to the individual.