



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.**

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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.
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