Data Access Request Application

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Overview of the Data Access Request Application

Description:
The Data Access Request Application automates the approval process for requesting and granting access to data in the ODS for Student, Human Resources, Finance, Accounts Receivable, General Directory, Sponsored Research, Facilities and CSU Foundation data. The goal is to make requesting and granting access to data on these systems more efficient.

There are several benefits provided by this application.

Eliminates Paper Forms - The entire process is completed electronically thereby reducing the need for paper forms. This eliminates the chances of a form getting lost during its routing for approval. It also eliminates the need to store paper forms in a physical filing system.

Reduces Turnaround Time – Since the process is now automated, the approval/denial process should now be completed much more quickly. This will enable employees to access critical data much sooner than the old manual process.

Improves Communication – Status notifications are sent to all involved parties at each step of the approval process. This greatly increases communication and makes it easier to identify if the approval process stalls somewhere along the way. Reminder e-mail messages will be sent to the responsible party if they have not acted on a request within seven days.

Increases Security – Users must logon to the system in order to access any requests or approvals. This makes the entire process much more confidential than the old paper routing system. The new system also stores electronic copies of the approvals on computer systems that get backed-up. This means they will not be misplaced or damaged.

Roles:
Users of this site could have many roles as described below. Please note than certain employees could potentially function as each of these roles in a single work assignment. It is important to be aware of the type of role you are functioning as in a particular situation and log on as that role.

Requester – logon as this role to request access to one or more of the Student, Human Resources, Financial or Research data sets in the ODS.

Supervisor – logon as this role to grant first level approval/denial for any requests you receive automated e-mail messages about

Data Steward - logon as this role to grant final approval/denial for any requests you receive automated e-mail messages about
How to Access the Data Access Request Application

- open a web browser
- go to the AAR page (http://aar.is.colostate.edu/)
- select “Data Access Request” from the menu on the right side under Applications
the ODS User Data Access Request Home Page will open

**DATA ACCESS REQUEST - HOME**

This application replaces the previous paper form process that had to be manually routed to obtain access to University data in the ODS. The Data Access Request application is for CSU employees to request access to the following ODS data:

1. Student Data
2. Human Resources Data
3. Financial Data
4. Accounts Receivable
5. General Directory
6. Research Data
7. Facilities Data
8. CSU Foundation Data

**Roles**

Under the "Login As" menu item there are three roles you can choose from as described here:

- "Requester" - used by an employee to make a request for access to one or more of the data areas.
- "Supervisor" - used by an employee’s supervisor to provide the first level of approval or to deny each individual request the employee has made.
- "Data Steward" - used by a department data steward to grant access to data requested by an employee.

As an action is taken on each request, an automated e-mail notification will be sent to the appropriate parties.

Supervisors and data stewards will be able to include a comment to the requestor on each e-mail they initiate.

All requestors need to accept the user agreement the first time they use this application.

Requests for access to any type of student data will also require the acceptance of the FERPA agreement.

The User Agreement and the FERPA Agreement need only be accepted once each.

Once a request is approved by a supervisor and granted by the department data steward, the requestor will have access to all related information for their department, not just for themselves. For example, if you are trying to see your own personal HR information, this is NOT the correct application.

That information can be viewed from the "Human Resources" menu item in CAP.

**Notes**

The Supervisor information is obtained from HR records. The Data Steward information is updated in this application each year. If either of these items is incorrect, this process may give an error message. If this occurs, follow the instructions on the error message to resolve the issue.

**Instructions**

Detailed instructions on use of this application can be found in the "About" menu item.

select a role (Requester, Supervisor or Data Steward) from the “Login As” menu
Requester Process

- refer to the How to Access the Data Access Request Application section of this guide if needed
- select “Requester” from the “Login As” menu

If this is your first time using the application, you will need to read and accept the User Agreement
- you will not be able to continue if you do not accept the user agreement
- you only need to accept this agreement one time

Click the checkbox to accept the User Agreement then click Submit
o you will notice two sections on the web page
  - The Available Requests section shows Roles you can request access to
  - The Previous Requests section shows Roles you have already requested and the status of those requests

o If you have never been granted any of the six roles before, and you know the EID of a user that has similar access to what you need, you can click the "Copy an Existing User’s Profile" button

- you will then see a screen like the one below

In the textbox, enter the EID of the person whose ODS access permissions are the same as the ones you need and click on the “Submit” button
If you entered an EID that does not exist, you will get the following error:

- The userid you entered is invalid. Please try again.

### AVAILABLE REQUESTS:

Please choose which role(s) you want from the options below by clicking the checkbox next to the role(s) and then click the Submit button.

<table>
<thead>
<tr>
<th>Role ID</th>
<th>Role Name</th>
<th>Oracle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Data</td>
<td>ARIES_STUDENT_DEPT</td>
</tr>
<tr>
<td>2</td>
<td>Human Resources</td>
<td>HR_DEPT_LEVEL_ACCESS</td>
</tr>
<tr>
<td>3</td>
<td>Financial Data</td>
<td>FINANCIAL_REPORTING</td>
</tr>
<tr>
<td>4</td>
<td>Accounts Receivable</td>
<td>ARIES_AR_DEPT</td>
</tr>
<tr>
<td>5</td>
<td>General Directory</td>
<td>WEBI_QUERY</td>
</tr>
<tr>
<td>6</td>
<td>Research Data</td>
<td>RESEARCH_DATA_DEPT</td>
</tr>
</tbody>
</table>

**Submit**

### PREVIOUS REQUESTS:

You don't have any previous requests.

You can try to enter the User ID again or you can just select the Role ID(s) you need to request access to.

After you enter a valid EID in the Text Box and click “Submit” the check boxes for the roles that user has access to will be checked for you.

### AVAILABLE REQUESTS:

Please choose which role(s) you want from the options below by clicking the checkbox next to the role(s) and then click the Submit button.

<table>
<thead>
<tr>
<th>Role ID</th>
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<td>ARIES_AR_DEPT</td>
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<td>5</td>
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<td>WEBI_QUERY</td>
</tr>
<tr>
<td>6</td>
<td>Research Data</td>
<td>RESEARCH_DATA_DEPT</td>
</tr>
</tbody>
</table>

**Submit**

### PREVIOUS REQUESTS:

You don't have any previous requests.

**NOTE:** You will only have the option to copy an existing user until you have been granted access to one or more roles. After that, when you need to request additional roles, you will see a screen similar to the following and you must select the additional roles you are requesting.
If you have previously been granted any of the six roles, you will see a screen similar to the one below (you will not see the “Copy an Existing User’s Profile” button as shown in the screens above)

If you are requesting access to any type of student data such as Student Data, Accounts Receivable or General Directory, and you have never agreed to the FERPA agreement before, you will get a message like the following

If you get this message, click the hyperlink in the blue text that says “FERPA Agreement” to display the agreement.
Read the FERPA Agreement

- If you agree to the terms, check the box to agree to FERPA agreement and Click "Submit"
  - you will not be able to be granted access to the Student Data, Accounts Receivable or General Directory Systems if you do not accept the FERPA agreement
  - you only need to accept the FERPA agreement one time
If you had to accept the FERPA agreement, you will need to reselect (or re-copy) the roles you selected before the FERPA Agreement was displayed.

Ensure each checkbox is checked for the role(s) you are requesting access to
- you can request access to more than one role at a time
- click “Submit”

After you click “Submit”, the roles you requested will now show in the “Previous Requests” section of the main page.
Once submitted, your supervisor of record in the Human Resources system will receive an e-mail listing the roles you have requested access to and asking that they take action.

Sample e-mail to your supervisor

Subject: Data Access Request from Gargan, William

{Originally to: ahill@mail.colostate.edu}

Hello Hill, Alan,

Please do not reply to this email.

Gargan, William requests access to the following role(s):

- Student Data
- Research Data

Please go to Data Access Request Application at the following address to approve the request:

https://cap.is.colostate.edu On Campus, OR https://secure.colostate.edu Off Campus

- wait for supervisor action
  - your supervisor will receive an email reminder every 7 days if they do not take action
  - after 30 days of no action your request will expire and you will have to submit it again

- after your supervisor takes action, you will receive an e-mail for each request you made informing you if your request was approved or denied by your supervisor

- You will see the updated status of your request at any time by logging back into the application
  - Note the Approve Date column has been populated
- for each request denied by your supervisor
  - you will receive an e-mail stating that your request was denied

Sample e-mail of notice for a request that was DENIED by the supervisor:

```
Data Access Request Application- Request ID- 135 Denied.
no_reply@colostate.edu
Sent: Thu 2/13/2014 3:28 PM
To: Gargan, Bill

(Original for: begar6@mail.colostate.edu) This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.
Your Request ID: 135 for Human Resources has been DENIED by your supervisor Hill, Alan.
Supervisor Comments (if any):
```

- The Role for any denied requests will now be listed again in the Available Requests Section of your main page
  - Before Denial by supervisor

- After Denial by supervisor
  (Note change for Human Resources Role in Available Requests & Previous Requests sections)

- you may discuss your data needs with your supervisor and resubmit if appropriate
for each request approved by your supervisor
• you will receive an e-mail stating that your request has been approved

sample e-mail of notice for a request that was APPROVED by the supervisor

Data Access Request Application - Request ID- 133 approved.
no_reply@colostate.edu
Sent: Thu 2/13/2014 3:24 PM
To: Gargan,Bill

[Originally to: bgargan@mail.colostate.edu] This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.
Your Request ID- 133 for Student Data has been APPROVED by your supervisor Hill, Alan.
Supervisor Comments (if any):

• The Data Steward for your department will receive an e-mail stating they have outstanding requests awaiting their action

sample e-mail to the Data Steward for your department

From: no_reply@colostate.edu [mailto:no_reply@colostate.edu]
Sent: Thursday, February 13, 2014 3:24 PM
To: Engmark, Bob
Subject: Data Access Request Application- Approved Requests for Grant.

[Originally to: bengmark@mail.colostate.edu] This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.
You have approved requests to be granted.
Please go to Data Access Request Application at the following address to approve the requests: https://cap.is.colostate.edu On Campus, OR https://secure.colostate.edu Off Campus

wait for Data Steward action
• your data steward will receive an email reminder every 7 days if they do not take action
  after 30 days of no action your request will expire and you will have to submit it again

if your request was GRANTED by the Data Steward
• you will receive an e-mail like the one below stating that your request has been Granted by the Data Steward
  you will now have been granted access to the specific role mentioned in the e-mail

Data Access Request Application - Request ID- 133 Approved.
no_reply@colostate.edu
Sent: Thu 2/13/2014 3:32 PM
To: Gargan,Bill

[Originally to: bgargan@mail.colostate.edu] This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.
Your Request ID- 133 for Student Data has been GRANTED by your Data Steward Engmark, Robert.
Data Steward Comments (if any):

If you do not yet have a login account to ODS, one will be created for you and a temporary password will be sent to you. You must change this password after you login the first time

Sample email you will receive if an account was created for you

From: no_reply@colostate.edu
To: Gargan,Bill
Cc: 
Subject: ODS Account Created

[Originally to: bgargan@mail.colostate.edu] This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.
Your User Name is the same as your eName.
Your temporary password is: SCA58L2C.
You have to change your password after your first login.
if your request was denied by the Data Steward

- you will receive an e-mail like the one below stating that your request has been Denied by the Data Steward
- you can discuss with your supervisor and ask him/her to discuss your data needs with the Data Steward and you can resubmit your request if appropriate
- that particular Data Access role will now be listed again in the Available Requests Section of your main page

[Data Access Request Application- Request ID- 134 Denied.
no_reply@colostate.edu
Sent:  Thu 2/13/2014 3:32 PM
To:  Gargan,BJ

[Originally to: bgargan@mail.colostate.edu] This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.
Your Request ID- 134 for Research Data has been DENIED by your Data Steward Engmark, Robert.
Data Steward Comments (if any):

At any time, you can see the current status of each request by logging back in

Available Requests:

Please, choose which role(s) you want from the options below by clicking the checkbox next to the role(s) and then click Submit button.

<table>
<thead>
<tr>
<th>Role ID</th>
<th>Role Name</th>
<th>Oracle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Human Resources</td>
<td>HR_DEPT_LEVEL_ACCESS</td>
</tr>
<tr>
<td>2</td>
<td>Financial Data</td>
<td>FINANCIAL_REPORTING</td>
</tr>
<tr>
<td>3</td>
<td>Accounts Receivable</td>
<td>ARIES_AR_DEPT</td>
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<td>WEID_QUERY</td>
</tr>
<tr>
<td>5</td>
<td>Research Data</td>
<td>RESEARCH_DATA_DEPT</td>
</tr>
</tbody>
</table>

Previous Requests:

<table>
<thead>
<tr>
<th>ID</th>
<th>Role ID</th>
<th>Role Name</th>
<th>Oracle Name</th>
<th>Supervisor</th>
<th>Approach Date</th>
<th>Approve Date</th>
<th>Deny Date</th>
<th>Supervisor Comments</th>
<th>Grant Date</th>
<th>05 Deny Date</th>
<th>03 Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>133</td>
<td>1</td>
<td>Student Data</td>
<td>ARIES_STUDENT_DEPT</td>
<td>Hill, Alan</td>
<td>02/13/2014</td>
<td>02/13/2014</td>
<td>02/13/2014</td>
<td></td>
<td>02/13/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>134</td>
<td>6</td>
<td>Research Data</td>
<td>RESEARCH_DATA_DEPT</td>
<td>Hill, Alan</td>
<td>02/13/2014</td>
<td>02/13/2014</td>
<td>02/13/2014</td>
<td></td>
<td>02/13/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>135</td>
<td>2</td>
<td>Human Resources</td>
<td>HR_DEPT_LEVEL_ACCESS</td>
<td>Hill, Alan</td>
<td>02/13/2014</td>
<td>02/13/2014</td>
<td>02/13/2014</td>
<td></td>
<td>02/13/2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note that the Human Resources role (denied by Data Steward) and Financial Data (denied by Supervisor) both now appear in the Available Requests Section again
Supervisor Process

- To request access to an ODS Role for yourself, please log on as “Requester”

- The process below is only to make first level approval/denial decisions for requests you received from employees that report to you

- You will know you need to take action when you receive an e-mail similar to the example below requesting your action on a Data Access Request

Sample e-mail requesting your action

Subject: Data Access Request from Gargan, William

{Originally to: shill@mail.colostate.edu}

Hello Hill, Alan,

Please do not reply to this email.

Gargan, William requests access to the following role(s):

- Student Data
- Research Data

Please go to Data Access Request Application at the following address to approve the request:

https://cap.is.colostate.edu On Campus, OR https://secure.colostate.edu Off Campus

- refer to the How to Access the Data Access Request Application section of this guide if needed

- select “Supervisor” from the “Login As” menu
You will notice two sections on the web page

- “List of Requests for Approval” section
  - these requests are awaiting action by you
- “Approved / Denied Requests” section
  - these are requests you have already acted upon

o review each request listed in the “List of Requests for Approval” section

o select “Approve” or “Deny” from the dropdown box as appropriate for each request listed

o make any comments you wish for each Request
  - these comments will be included in an e-mail notice that is sent to the requester

o If you make no choice, that particular request will remain in the List of Requests for Approval Section

o click “Submit”

o the Requester will receive an e-mail for each request you acted upon stating the action you took along with any comment you made for that request (see sample e-mail to requestor below)

```plaintext
Data Access Request Application- Request ID- 133 approved.

From: no_reply@colostate.edu
To: Gorgan, Bill
Sent: Thu 2/13/2014 3:24 PM

[Originally to: bgorgan@mail.colostate.edu] This is an automatically generated message. DO NOT REPLY TO THIS EMAIL. Your Request ID: 133 for Student Data has been APPROVED by your supervisor Hill, Alan. Supervisor Comments (if any):.
```
- Each request you acted upon will now show in the Approved / Denied Requests section
- New requests will show in the List of Requests for Approval section

Sample of updated screen after denial (note Deny Date column is now populated)
if you approved the request

- The Requester will receive an e-mail similar to the one below stating the Request was Approved

From: no_reply@colostate.edu  
To: Garigan,Bill  
Cc:  
Subject: Data Access Request Application- Request ID- 133 approved.  

[Originally to: bengmark@mail.colostate.edu]This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.  
Your Request ID- 133 for Student Data has been APPROVED by your supervisor Bill, Alan.  
Data Steward Comments [if any]:

• an email similar to the one below will be sent to the Data Steward for your department asking him/her to approve the request

From: no_reply@colostate.edu [mailto:no_reply@colostate.edu]  
Sent: Thursday, February 13, 2014 3:24 PM  
To: Engmark, Bob  
Subject: Data Access Request Application- Approved Requests for Grant.  

[Originally to: bengmark@mail.colostate.edu]This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.  
You have approved requests to be granted.  
Please go to Data Access Request Application at the following address to approve the requests:  
https://cap.is.colostate.edu On Campus, OR https://secure.colostate.edu Off Campus

• if the request is denied by the Data Steward

- The Requester will receive an e-mail similar to the one below stating the Request was Denied
- you may need to follow-up with the Data Steward and/or the Requester and determine if the request should be resubmitted by the Requester

From: no_reply@colostate.edu  
To: Garigan,Bill  
Cc:  
Subject: Data Access Request Application- Request ID- 134 Denied.  

[Originally to: bengmark@mail.colostate.edu]This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.  
Your Request ID- 134 for Research Data has been DENIED by your Data Steward Engmark, Robert.  
Data Steward Comments [if any]:

• if the request is approved by the Data Steward

- The Requester will receive an e-mail similar to the one below stating the Request was Approved
- the Requester will have access to the requested database

From: no_reply@colostate.edu  
To: Garigan,Bill  
Cc:  
Subject: Data Access Request Application- Request ID- 133 Approved.  

[Originally to: bengmark@mail.colostate.edu]This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.  
Your Request ID- 133 for Student Data has been GRANTED by your Data Steward Engmark, Robert.  
Data Steward Comments [if any]:

If you do not act upon one or more requests for more than 7 days from the Request Date you will receive a reminder e-mail asking you to act upon any open requests you have.

- These reminders will be sent to you once per week (if you have open requests)

From: DATA ACCESS REQUEST SYSTEM [mailto:no_reply@colostate.edu]
Sent: Tuesday, February 04, 2014 1:35 PM
To: Hill, Alan
Subject: Action Required - Data Access Request

This is a system generated e-mail. Please do not respond to it.

Dear Alan Hill,

You have an aged Data Access Request(s) that require(s) your attention. The employee may not be able to effectively perform their work until you act upon this request(s).

Please log on to Data Access Request through CAP http://www.cap.is.colostate.edu to approve or deny any outstanding requests awaiting your action. From off-campus, you can access CAP through https://secure.colostate.edu.

Any request that is not acted upon within 30 days of the date requested will automatically expire.

You will have the option to include comments to the requester when you approve or deny each request.

- Any requests that age more than 30 days from the Request Date will be expired by the system
  - The job to auto expire these requests will be run once per week
  - An e-mail will be sent to you and to the requester for each request that expired stating that the request was expired due to no action by you

Sample e-mail to you for Requests that have been auto expired

From: DATA ACCESS REQUEST SYSTEM [mailto:no_reply@colostate.edu]
Sent: Tuesday, February 18, 2014 7:57 AM
To: Hill, Alan
Subject: Data Access Request - Expired Request

This is a system generated e-mail. Please do not respond to it.

Dear Alan Hill,

A Data Access Request made by Bill Gargan for access to Human Resources has expired since you did not take action within 30 days of the date requested.

Sample e-mail to the Requester for Requests that have been auto expired

From: DATA ACCESS REQUEST SYSTEM [mailto:no_reply@colostate.edu]
Sent: Tuesday, February 18, 2014 7:57 AM
To: Gargan, Bill
Subject: Data Access Request - Expired Request

This is a system generated e-mail. Please do not respond to it.

Dear Bill Gargan,

Your Data Access Request for access to Human Resources has expired since your supervisor, Alan Hill, did not take action within 30 days of the date the request was created. If you feel you still need this access please discuss with your supervisor and resubmit your request.
Data Steward Process

To request access to an ODS Role for yourself, please log on as "Requester".

To make an initial approval of a request, please log on as "Supervisor".

The process below is only to grant final approval/denial decisions for requests you receive after supervisor approval.

- You will know you need to take action when you receive an e-mail similar to the example below requesting your action on a Data Access Request.

Sample e-mail requesting your action

From: no_reply@colostate.edu
Sent: Thursday, February 13, 2014 3:24 PM
To: Engmark, Bob
Subject: Data Access Request Application- Approved Requests for Grant.

{Originally to: bengmark@mail.colostate.edu} This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.
You have approved requests to be granted.
Please go to Data Access Request Application at the following address to approve the requests:
https://cap.is.colostate.edu On Campus, OR https://secure.colostate.edu Off Campus

- refer to the How to Access the Data Access Request Application section of this guide if needed
- select “Data Steward” from the “Login As” menu

![Data Access Request Application](image)
You will notice three sections on the web page:

- **“Approved Requests Ready to Act Upon” section**
  - These requests are awaiting action by you.

- **“Granted / Denied Requests” section**
  - These are requests you have already acted upon.

- **“Reports” section**
  - These reports show which users in your department have access to which ODS Roles.

Review each request listed in the “Approved Requests Ready to Act Upon” section.

Select “Approve” or “Deny” from the dropdown box as appropriate for each request listed.

Make any comments you wish for each Request.
  - These comments will be included in an e-mail notice that is sent to the requester.

If you make no choice, that particular request will remain in the “Approved Requests Ready To Act Upon” Section.

Click “Submit”

The Requester will receive an e-mail for each request you acted upon stating the action you took along with any comment you made for that request (see sample e-mail to requester below).
Each request you acted upon will now show in the Granted / Denied Requests section

- if you denied the request
  - The Requestor will receive an e-mail similar to the one below stating their Request was Denied

```
From:  noc_reply@colostate.edu
To: Garigan
Cc:
Subject: Data Access Request Application - Request ID - 134 Denied

[Email body]

The Requester will be able to resubmit a Request for this role and start the Approval /Grant process again
- you may be approached by the approving supervisor explaining why the Requester needs access
- if it is determined that the Requester really does need access to this data, ask the supervisor to have the Requester resubmit their request

- if you approved the request
  - The Requestor will receive an e-mail similar to the one below stating their request was Granted
  - the Requester will have access to the requested database

```

```
o If you do not act upon one or more requests for more than 7 days from the date the supervisor approved it, you will receive a reminder e-mail asking you to act upon any open requests you have.
  - These reminders will be sent to you once per week (if you have aged open requests)
  - After 30 days of no decision by you, the request will expire

Sample reminder e-mail to you asking you to take action on requests that have aged for more than 7 days from the date of supervisor approval

From: DATA ACCESS REQUEST SYSTEM [mailto:no_reply@colostate.edu]
Sent: Tuesday, February 04, 2014 1:36 PM
To: Engmark, Bob
Subject: Action Required - Data Access Request

This is a system generated e-mail. Please do not respond to it.

Dear Robert Engmark,

You have an aged Data Access Request(s) that require(s) your attention. The employee may not be able to effectively perform their work until you act upon this request(s).

Please log on to Data Access Request through CAP http://www.cap.is.colostate.edu to approve or deny any outstanding requests awaiting your action. From off-campus, you can access CAP through https://secure.colostate.edu.

Any request that is not acted upon within 30 days of the date the supervisor approved it will automatically expire.

You will have the option to include comments to the requester when you approve or deny each request.

o Any requests that age more than 30 days from the date the Supervisor approved it will be expired by the system
  - The job to auto expire these requests will be run once per week
  - An e-mail will be sent to you, to the supervisor and to the requester for each request that expired stating that the request was expired due to no action by you

Sample e-mail to you for requests that have been auto expired due to no action by you

From: DATA ACCESS REQUEST SYSTEM [mailto:no_reply@colostate.edu]
Sent: Tuesday, February 18, 2014 7:57 AM
To: Engmark, Bob
Subject: Data Access Request - Expired Request

This is a system generated e-mail. Please do not respond to it.

Dear Bob Engmark,

A Data Access Request made by Bill Gargan for access to General Directory has expired since you did not take action within 30 days of the date of supervisor approval.
Sample e-mail to the Supervisor for requests that have been auto expired due to no action by you

From: DATA ACCESS REQUEST SYSTEM [mailto:no_reply@colostate.edu]
Sent: Tuesday, February 18, 2014 7:57 AM
To: Hill, Alan
Subject: Data Access Request - Expired Request

This is a system generated e-mail. Please do not respond to it.

Dear Alan Hill,

A Data Access Request made by Bill Gargan for access to General Directory has expired since the data steward for your department, Bob Engmark, did not take action within 30 days of the date you approved the request.

Sample e-mail to the Requester for requests that have been auto expired due to no action by you

From: DATA ACCESS REQUEST SYSTEM [mailto:no_reply@colostate.edu]
Sent: Tuesday, February 18, 2014 7:57 AM
To: Gargan,Bill
Subject: Data Access Request - Expired Request

This is a system generated e-mail. Please do not respond to it.

Dear Bill Gargan,

Your Data Access Request for access to General Directory has expired since the data steward for your department, Bob Engmark, did not take action within 30 days of the supervisor approval date. If you feel you still need this access please discuss with your supervisor and/or data steward and resubmit your request.

- The Reports section has two reports that identify which employees in your department have access to which roles.
  - Users by Role – a report that expands or contracts by Role Name that shows which employees in your department have access to each ODS Role
  - Roles by User – a report that expands or contracts by Employee Name that shows which ODS Roles that employee has access to.

Sample of Users by Role Report

![Sample of Users by Role Report](image)
### Sample of Roles by User Report

#### ROLES BY USER

**LIST OF USERS THAT HAVE BEEN GRANTED ACCESS TO EACH ROLE (SORTED BY USER)**

- Airdaca, Jonathan
- Banker, Kathleen
- Britton, Mark
- Gargan, Kathleen
- Gargan, William
- Hill, Steve
- Hutchinson, James
- Jalal, Rami

<table>
<thead>
<tr>
<th>Oracle Role ID</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARIES_STUDENT_DEPT</td>
<td></td>
</tr>
<tr>
<td>HR_DEPT_LEVEL_ACCESS</td>
<td></td>
</tr>
</tbody>
</table>

- Lewis, Zachary
- Pollard, Robert
- Stephenson, Jeff
- VanLingenhoen, Bob
- Zach, Dale

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