

INSIGHT ACCESS REQUEST FORM

SECTION 1				
USER ID	FIRST NAME	MIDDLE INITIAL	LAST NAME	DATE SUBMITTED
USER EMAIL ADDRESS				
ACCESS NEED				ENVIRONMENT
<input type="checkbox"/> NEW <i>INSIGHT</i> ID <input type="checkbox"/> MODIFY ACCESS FOR EXISTING ID <input type="checkbox"/> DELETE ID <input type="checkbox"/> TEMPORARY HOLD ON ID				<input type="checkbox"/> CUAT <input type="checkbox"/> PRODUCTION
SECTION 2				
As applicable to the user, mark each box with an X or the otherwise appropriate information.				
OBIEE ROLES - Must select ONLY ONE from this category.				
<input type="checkbox"/> AUTHOR - Create, Edit, Share Reports <input type="checkbox"/> CONSUMER -View Detailed and Summary Data <input type="checkbox"/> CONSUMER - View Summary Data ONLY				
ROW LEVEL ACCESS Identify Department and Agency/Agencies if further restriction is needed. Type in the appropriate organization codes for all requested organization levels. **Optional entries: list additional requested organization/POI restrictions if applicable.				
<input type="checkbox"/> DEPARTMENT		<input type="checkbox"/> **ORG LEVEL 5		
<input type="checkbox"/> AGENCY/AGENCIES		<input type="checkbox"/> **ORG LEVEL 6		
<input type="checkbox"/> **ORG LEVEL 2		<input type="checkbox"/> **ORG LEVEL 7		
<input type="checkbox"/> **ORG LEVEL 3		<input type="checkbox"/> **ORG LEVEL 8		
<input type="checkbox"/> **ORG LEVEL 4		<input type="checkbox"/> **POI		
IF CONTRACTOR, THE EXPIRATION DATE IS REQUIRED		EXPIRATION DATE		
<input type="checkbox"/> YES <input type="checkbox"/> NO				
SECTION 3				
ROLE BASED ACCESS (As applicable to the user, mark each box with an X). *** If "Personnel - All" is selected, you do not need to select other Personnel roles.				
<input type="checkbox"/> PERSONNEL - ALL		Grants access to all personnel related data.		
<input type="checkbox"/> PERSONNEL - BASIC		Grants access to all personnel related data with the exception of the Personnel Roles: Diversity, PII, Union Designation, Disability/Veterans Designation.		
<input type="checkbox"/> PERSONNEL - DIVERSITY		Grants access to view Ethnicity and Race information.		
<input type="checkbox"/> PERSONNEL - SOCIAL SECURITY NUMBER		Grants access to view social security number only.		
<input type="checkbox"/> PERSONNEL - UNION DESIGNATION		Grants access to view Union information.		
<input type="checkbox"/> PERSONNEL - DISABILITY AND VETERANS DESIGNATION		Grants access to view Disability and Veterans Designation information.		
<input type="checkbox"/> PERSONNEL - OTHER SENSITIVE		Grants access to view additional sensitive information such as Performance Ratings and Wage Garnishment Data.		
<input type="checkbox"/> ABCO (To view Personnel data in ABCO, select the appropriate sub-role above.)		Grants access to accounts billing and collections information.		
<input type="checkbox"/> PAYTA (To view Personnel data in PAYTA, select the appropriate sub-role above.)		Grants access to Payroll and Time and Attendance data.		
<input type="checkbox"/> PMSO (To view Position sub-role data in PMSO, select the appropriate sub-role above.)		Grants access to Position Management data.		
<input type="checkbox"/> EmpowHR (To view EmpowHR sub-role data in Work Force Profile, select the appropriate sub-role above.)		Grants access to EmpowHR data.		
ADDITIONAL NOTES:				

Instructions for the *Insight* Access Request Form

The following instructions provide guidance to assist with completion of the *Insight* Access Request Form:

Section 1

User ID - Populate with the user's existing NFC User ID.

Date Submitted - Populate with the date (mm/dd/yy) the form is submitted to NFC.

Name - Populate with the user's first and last name and middle initial.

User Email Address - Populate with user's email address.

Access Need

Check the appropriate box to indicate whether the request is to create a new *Insight* ID, modify an existing ID, delete an existing ID, or put a temporary hold on an ID (e.g., medical leave).

Environment

Check the appropriate box to indicate the instance of the system required. To request access to the pre-production environment (for testing activities), check the CUAT box. To request access to the production environment, check the Production box. Please note, both boxes can be checked if appropriate.

Section 2

OBIEE Roles

Defines what actions the user can complete in *Insight*. Check the appropriate box to indicate the role requested. Only one role should be checked.

OBIEE Author – Allows user “create/edit/share” access to reports at detailed and summary level.

OBIEE Consumer – Allows user “read-only” access to reports.

- Consumer (Detailed and Summary Data) – Allows user to drill down within reports to more specific employee data.

- Consumer (Summary Data Only) – Allows user to view summary employee data without drill-down capability.

Row Level Access

Defines the level of organizational data the user can see in *Insight*. Complete this section to indicate requested organizational data (e.g., Agency, Sub-Agency, Directorate). For example, a user with limited access to organizational data (e.g., Org level 4 only) should complete the access form down to the Org Level 4 line. Conversely, a user that requires access to all organizational data (all data at the Agency level and below) should complete the access form down to the Agency line.

Note:

- Users that require access to all Org levels within their Agency, should complete the Department and Agency lines only.
- Users that require cross-agency access should list the multiple agencies that are needed.
- The more Org Levels listed, the more restricted the data access for the user.

Contractor

Indicate if the user is a Contractor (Y/N). System access expiration date should be completed for all Contractors.

Section 3

Role Based Access

Role Based Access indicates the type of data elements that can be viewed within the system (e.g., Personnel, ABCO, PAYTA, PMSO, and *EmpowHR*). To request access to view all Personnel data elements, select “Personnel –All”. To request access to view all non-sensitive Personnel data, select “Personnel – Basic”. Otherwise, select the appropriate Personnel role(s) for the user.

Note: ABCO, PAYTA, PMSO, and *EmpowHR* are separate from the Personnel roles and are not included in the “Personnel –All” role.

Additional Notes

If any mandatory fields were not completed, please provide an explanation here.