

# Ellucian Colleague (Datatel) & Report Access Requests

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Datatel ID/W#: \_\_\_\_\_

Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Campus Phone #: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

<p><b>Datatel Request</b></p> <p>Add: _____ Delete: _____ Modify: _____</p> <p>Datatel Login Needed: Yes _____ No _____</p> <p>Indicate Application Needed: ST _____ CF _____ HR _____</p> <p>Date Training Completed: _____</p> <p>Security Class: _____</p> <p style="color: red; font-size: small;">(OR Provide name of employee in your department currently holding same security class)</p>	<div style="border: 1px solid black; padding: 5px; width: 80%; margin: auto;"> <p>IT Staff Use Completed by &amp; Date:</p> </div>
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<p><b>Datatel (Crystal) Reports Request</b></p> <p>Add: _____ Delete: _____</p> <p>Provide the report(s) name(s) and number(s).</p> <p>_____</p>	<div style="border: 1px solid black; padding: 5px; width: 80%; margin: auto;"> <p>IT Staff Use Completed by &amp; Date:</p> </div>
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<p><b>Datatel (Cognos) Reports Request</b></p> <p>Add: _____ Delete: _____</p> <p>Provide the report(s) name(s) and number(s).</p> <p>_____</p>	<div style="border: 1px solid black; padding: 5px; width: 80%; margin: auto;"> <p>Finance Staff Use Completed by &amp; Date:</p> </div>
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Manager's Signature: ..... Date: \_\_\_\_\_

If your request contains visible social security number or birthdate, please attach a rationale explaining why it is necessary.

CF Signature: ..... Date..... AR Signature: ..... Date.....

HR Signature: ..... Date..... FA Signature: ..... Date.....

ST Signature: ..... Date..... CU Signature: ..... Date.....

Please obtain ALL appropriate signatures prior to sending to IT or Finance (Cognos reports) for requested access. You may send through campus mail or scan and email to helpdesk@yosemite.edu.