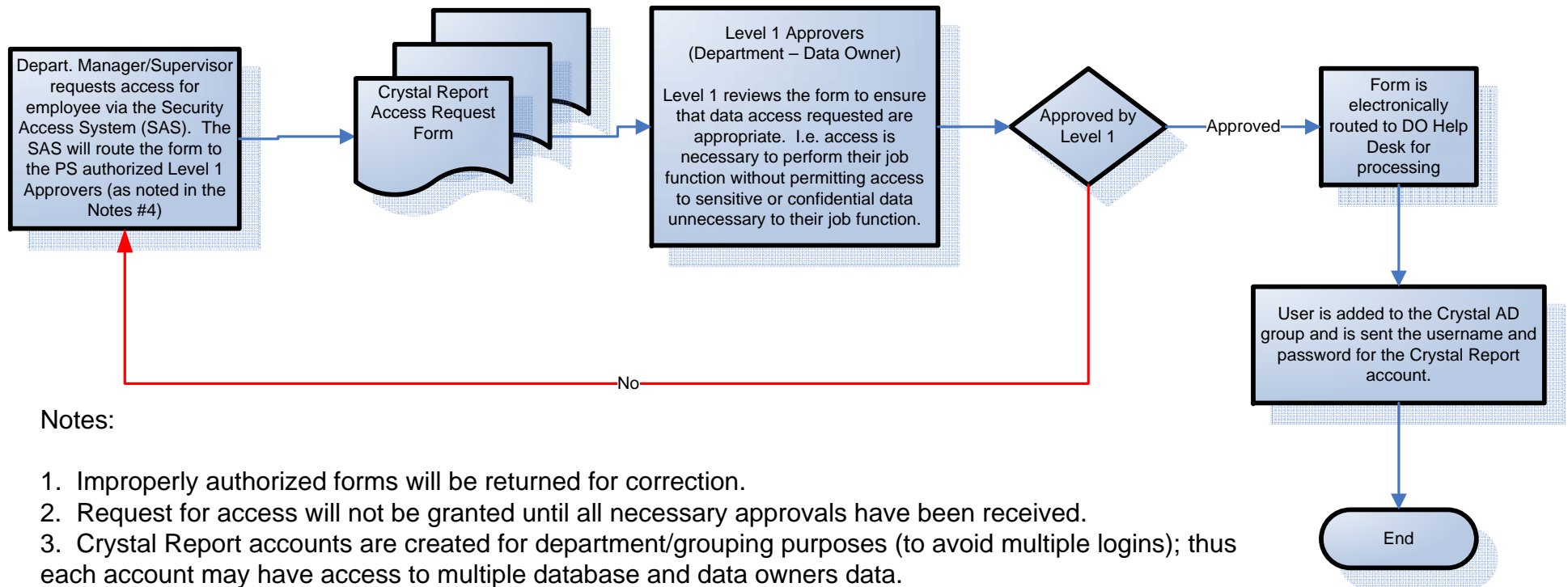


Crystal Report Access Request Business Process



Notes:

1. Improperly authorized forms will be returned for correction.
2. Request for access will not be granted until all necessary approvals have been received.
3. Crystal Report accounts are created for department/grouping purposes (to avoid multiple logins); thus each account may have access to multiple database and data owners data.
4. Crystal Report accounts Level 1 approvers will be the following for the accounts under:
 - Student Administrations - PeopleSoft Student Administration authorized signer list. Approvers will be based on the roles selected under the Student Administration categories.
 - Human Resources - PeopleSoft Human Resources: Employment authorized signer list.
 - Finance & Administration – PeopleSoft Financials: Accounting Services (DO) authorized signer list
 - Information Technology - TBA