



FINANCE LEARNING & DEVELOPMENT

QUICK REFERENCE GUIDE

GRID USER ACCESS

Completing the GRID User Account Request Form

Key Points for Business Objects GRID Access

- Prior to account provisioning, Report Analysts and Report Authors must complete mandatory [GRID Training](#)
- New user access has an estimated 5 business day turnaround time
- The [GRID User Account Form](#) can be used to request, add, or revoke access
- **i** All sections of the User Information, as well as applicable Universe tabs must be completed, even when selecting Mirror Access

Section 1: Account Request Information & Business Justification

- Use the drop down menu to select the appropriate Request Type
 - Group Provisioning also requires completion of Section 4
 - Inactivate Account(s) is used when a user transitions roles, and no longer needs GRID access
- Choose Employee Type and Environment from the drop down list
- Mirror Access allows the user to request the same type of access as another user
 - All sections of the form must be completed, even when selecting Mirror Access, and these requests will be validated
- **i** A Business Justification is required for all requests

Section 2: User Information

- Complete every field in this section

Section 3: Account Settings

- Using the drop-down options, users should only request the level of access necessary for their role
- All requests will be validated
- When updating access, be sure to revoke any access no longer required. If this is the case, select: **Modify Account (Add/Revoke)** in Section 1
- **Report Author** will require secondary level approval
- **View Only** users should select **Folder Access Only**
- **Report User, Report Analyst, or Report Author** should also select **Universe Access**. For every **Universe** selected in Section 3 **Universe Access**, the supplementary **Universe** tab at the bottom of the page must also be filled out
- Only one **User Type** of access may be granted

Section 3 Account Settings

* Note all values in red require secondary level approval

Report Roles:

(1) Viewer - Can only view a pre-populated report.

(2) User - Has privileges of a Viewer, plus can refresh a report with new/current data

(3) Analyst - Has privileges of a User, plus can create a report and save to their personal folders

(4) Author - Has privileges of an Analyst, plus can create and save a report to a public folder

Select only one User type:

User Type	Select
View Only	
Report User	
Report Analyst	
Report Author (Superuser)	

Universe Access

Universe Access	Select
GRID ST	
GRID BBB	Grant Revoke
GRID Revenue	
GRID P2P & eApproval	
GRID IP	
Folder Access Only	

Complete additional universe (color shaded) tabs below for each universe being requested.

User information ST Universe BBB Universe Revenue P2P & eApproval Universe IP Universe Folder Access Only

Section 4: Optional Group Provisioning

- This section is only used when **Group Provisioning** has been selected under **Request Type** (Section 1)
- If you requested **Group Provisioning**, enter each group member's information in the fields provided

Section 4 (Optional Group Provisioning) Multiple Users Requesting Same Access

Name:	Directory ID (Prod):	User Type:	E-Mail Address:	Employee Type:	Badge Number:	Location:	Telephone:	Department:	Manager:

Universe Tabs

- **Universe** tabs are located along the bottom of the spreadsheet
- Click the tab for the **Universe** you are requesting and complete all required information
- **View Only** users complete the **User Information** tab and **Folder Access Only** tab, not **Universe** tabs
- Be sure to populate **Geo/Org Access, Restricted Measures, and Restricted Folders** data
- All values in red require secondary level approval, which is facilitated by the GRID Security Liaison

! If you request **World Wide (WW)** access, you will be placed on the **blackout list for Apple stock trading**

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User information ST Universe BBB Universe Revenue P2P & eApproval Universe IP Universe Folder Access Only

After completing the training assessment, submit manager approved form to [GRID Security Liaison](#)
For additional information, go to the [GRID Resource Page](#)