

# FINANCE LEARNING & DEVELOPMENT QUICK REFERENCE GUIDE

#### **GRID USER ACCESS**

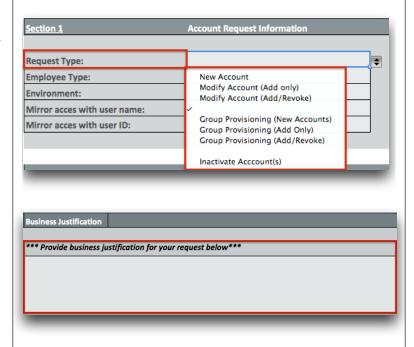
Completing the GRID User Account Request Form

## **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
- 1 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
- A Business Justification is required for all requests



#### Section 2: User Information

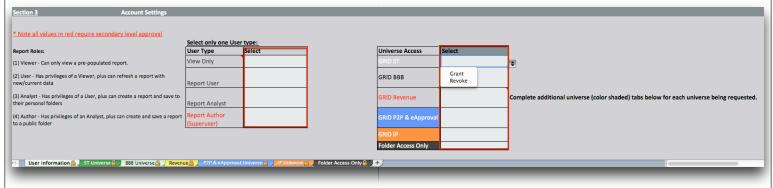
Complete every field in this section



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## **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 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 Requiesting Same Access						
Name:	Directory ID (Prod):	User Type:	E-Mail Address:	Emplyee Type:	Badge Number:	Location:	Telephone:	Depatment:	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



After completing the training assessment, submit manager approved form to <u>GRID Security Liaison</u>
For additional information, go to the <u>GRID Resource Page</u>

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