



# iStrategy Security Access Request Form

Name: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

### What is iStrategy?

iStrategy is a Microsoft-based reporting tool that is integrated with PeopleSoft Financials. It is comprised of three different tools -- ProClarity Reporting Tool, Reporting Services Reports, and Sharepoint/Performance Point Dashboard. With iStrategy, both Financials and non-Financial users have access to review information quickly and drill-down to the underlying detail.

### Instructions for obtaining access:

1. Be sure to indicate the department numbers that you are requesting access to.
2. Select the appropriate access box
3. Provide your PeopleSoft username, if applicable
4. E-mail \_\_\_\_\_ approved form to [shutchin@savannahstate.edu](mailto:shutchin@savannahstate.edu)
5. Note: Forward questions to [shutchin@savannahstate.edu](mailto:shutchin@savannahstate.edu) or dial ext. 4037

### What Access are you requesting (select all that apply):

iStrategy Super User (Mainly Business & Financial Affairs Staff)

iStrategy Departmental User

### Department Listing (Not Required for Super Users):

Department No: \_\_\_\_\_ Department No: \_\_\_\_\_ Department No: \_\_\_\_\_

Department No: \_\_\_\_\_ Department No: \_\_\_\_\_ Department No: \_\_\_\_\_

Department No: \_\_\_\_\_ Department No: \_\_\_\_\_ Department No: \_\_\_\_\_

(Attach additional sheet for more departments.)

PeopleSoft Username: \_\_\_\_\_

*(If you have a PeopleSoft username, please provide it above to avoid duplication of accts; if you can't recall what it is, simply write-in "can't remember")*

(The username for the iStrategy reporting system and PeopleSoft must be the same for syncing purposes. If you have a PeopleSoft Username, please provide it above. If not, leave the space above blank and continue to complete the form.)

Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Administrator: (Circle One) Access Granted      Access Denied      Access Modified & Granted

New Username \_\_\_\_\_ Modification Explanation: \_\_\_\_\_

Security Administrator Signature & Date: \_\_\_\_\_