



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
5. Note: Forward questions to 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: _____