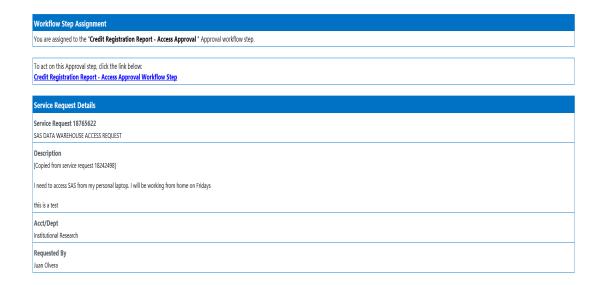
PROCESS FOR DATA WAREHOUSE ACCESS REQUEST & FAQ'S

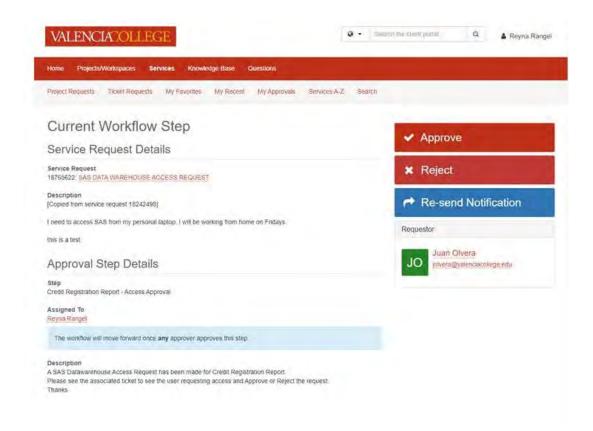
1. Requester submits a request for access to a Data Warehouse report in TeamDynamix.

2. SUPERVISOR ACTION

The requester's supervisor will receive an email requesting approval (see sample below).

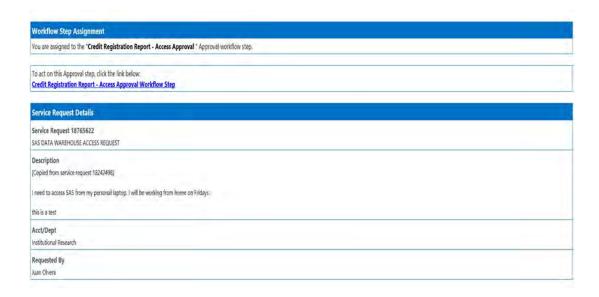


*Note: the request will be on hold until the supervisor clicks on the approval link in the email (see opened sample link below) and selects Approved, Reject, or Re-send Notification.

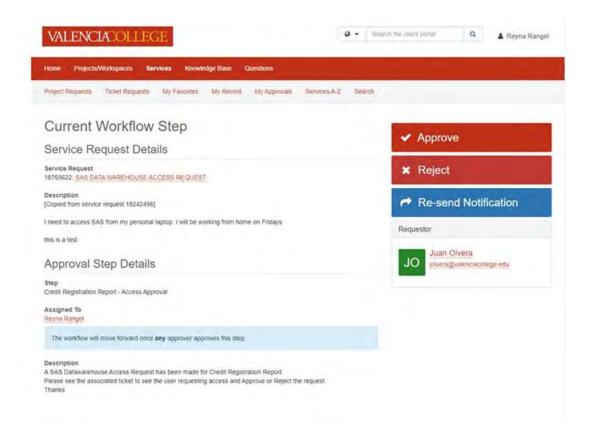


OWNER ACTION

The owner will receive an email requesting approval (see sample below).



*Note: the request will be on hold until the supervisor clicks on the approval link in the email (see opened sample link below) and selects Approved, Reject, or Re-send Notification.



The request must be approved by both the requester's supervisor and the owner of the report before access will be granted.

FAQ's

1. If multiple requests for report access are made on one ticket, will access be delayed for all requests if one is rejected or not completed?

No, each report access request will be treated individually, and access will be given when approval is received.

2. If the requester's supervisor approves does the requester get access to the report?

The request must be approved by both the requester's supervisor and the owner of the report before access will be granted.

3. The question I have isn't addressed in the FAQ, what can I do?

You can send your question to the Data Warehouse team directly at DWHELP@valenciacollege.edu or use the contact us link. Who knows, your question may show up on the FAQ page.