

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).

Workflow Step Assignment
You are assigned to the "Credit Registration Report - Access Approval" Approval workflow step.
To act on this Approval step, click the link below: Credit Registration Report - Access Approval Workflow Step
Service Request Details
Service Request 18765622 SAS DATA WAREHOUSE ACCESS REQUEST
Description [Copied from service request 18242498] I need to access SAS from my personal laptop. I will be working from home on Fridays this is a test
Acct/Dept Institutional Research
Requested By Juan Olvera

*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.

VALENCIA COLLEGE Search the client portal Reyna Rangel

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Current Workflow Step

Service Request Details

Service Request
18765622: SAS DATA WAREHOUSE ACCESS REQUEST

Description
[Copied from service request 18242498]
I need to access SAS from my personal laptop. I will be working from home on Fridays.
this is a test.

Approval Step Details

Step
Credit Registration Report - Access Approval

Assigned To
Reyna Rangel

The workflow will move forward once **any** approver approves this step.

Description
A SAS Datawarehouse Access Request has been made for Credit Registration Report.
Please see the associated ticket to see the user requesting access and Approve or Reject the request.
Thanks.

Approve

Reject

Re-send Notification

Requestor

JO Juan Olvera
jolvera@valenciacollege.edu

OWNER ACTION

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

Workflow Step Assignment

You are assigned to the 'Credit Registration Report - Access Approval' Approval workflow step.

To act on this Approval step, click the link below:
[Credit Registration Report - Access Approval Workflow Step](#)

Service Request Details

Service Request 18765622
SAS DATA WAREHOUSE ACCESS REQUEST

Description
[Copied from service request 18242498]
I need to access SAS from my personal laptop. I will be working from home on Fridays.
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Acct/Dept
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The screenshot shows the Valencia College client portal interface. At the top, there is a search bar and the user's name, Reyna Rangel. Below the navigation menu, the main content area displays the 'Current Workflow Step' for a 'Service Request'. The request ID is 18765622 and the title is 'SAS DATA WAREHOUSE ACCESS REQUEST'. The description states: 'I need to access SAS from my personal laptop. I will be working from home on Fridays this is a test.' The approval step is 'Credit Registration Report - Access Approval', assigned to Reyna Rangel. On the right side, there are three action buttons: 'Approve' (with a checkmark), 'Reject' (with an X), and 'Re-send Notification' (with a refresh icon). Below these buttons is a 'Requestor' section showing a profile for Juan Olvera with the email jolvera@valenciacollege.edu.

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.