REQUESTING ACCESS TO ENTERPRISE STUDENT RECORDS AND ENROLLMENT REPORTS

1. Visit Service Now at https://osuitsm.service-now.com/selfservice/#/ and sign in to your account.

2. In the left panel, click Order Services.

3. In the main panel, click Access Management.
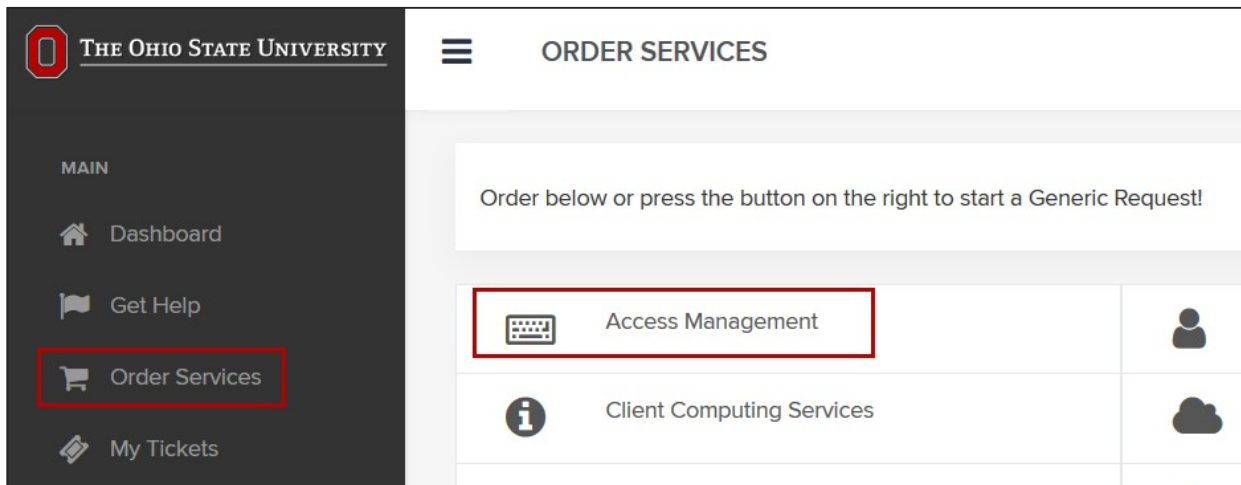
4. Select ENTERPRISE DATA FOR ANALYTICS ACCESS REQUEST

5. Select **Request Type** "New or Modify Account/Access."

6. In the **Describe the Analysis** textbox type "Access to Student Records SSRS Reports."

7. Select the **Data Domain** "Student – Records, Enrollment and Curriculum: Reporting" from the "Available" box on the left and click the **>** arrow in the middle to place it into the "Selected" box on the right.

8. Read the Data Use Agreement and then accept the Terms and Conditions checkbox.

9. Click Order Now.

THE OHIO STATE UNIVERSITY
OSAS – Analysis and Reporting
December 8, 2021

Request Access to Student Records SSRS Reports
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Contact: oesar@osu.edu

✳ Request Type

New or Modify Account/Access ⌄

✳ Please describe the analysis you plan to conduct with this data access request

Access to Student Records SSRS reports

Select a Data Domain

✳ Please select from the list on the left and push to the right

▼ More information

Use the search field below to quickly find the desired domain. Typing a word like "Finance" or "Payroll" will find any option that begins with that word. If you type "*Finance" or "*Payroll", it will find any opti
tables in Amazon Redshift for querying. Reporting option is access to the Enterprise folders in Tableau and SSRS. Both levels of access require approval from your manager and the data steward.

Available

🔍

Available	Selected
Physical Space - Networks: Direct	Student - Records, Enrollment and Curriculum: Reporting
Physical Space - Networks: Reporting	
Physical Space - Physical Area: Direct	
Physical Space - Physical Area: Reporting	
Physical Space - Security: Direct	
Physical Space - Security: Reporting	
Student - Academic Advising & Student Success: Direct	
Student - Academic Advising & Student Success: Reporting	
Student - Financial Aid: Direct	
Student - Financial Aid: Reporting	
Student - Housing: Direct	
Student - Housing: Reporting	
Student - Military and Veterans: Direct	
Student - Military and Veterans: Reporting	
Student - Records, Enrollment and Curriculum: Direct	
Student - Recruiting and Admissions: Direct	
Student - Recruiting and Admissions: Reporting	
Student - Student Core: Direct	

Name Student - Records, Enrollment and Curriculum: Reporting

✳ Please read and accept the Data Use Agreement for the enterprise data for analytics

▼ More information

Data Use Agreement

☑ I accept the terms and conditions above

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