

WebFOCUS Account Request Form

v.1.3

To request a WebFOCUS account at The University of North Carolina at Greensboro (UNCG), you must first **activate your default accounts (including a Banner run-time account)** and obtain your username. For more information on activating accounts, please visit the University Computing Accounts web site.

Note: A WebFOCUS account does **not** provide any access to Banner or ODS data. Data access is granted through the rights assigned to your Banner run-time account.

Please print this form, fill it out completely, and obtain the appropriate signatures. Send the completed form to the address below for your division. Allow **10** business days for completion of this process.

Routing Instructions:

Academic Affairs

Academic Technology
Systems
161 Mclver Bldg.

Business Affairs

Systems & Procedures
1100 W. Market St.
2nd Floor

Student Affairs

Division Office
Mossman Bldg.

ITS

Data Management
337A Mclver

University Advancement

Advancement Services
1100 W. Market St.
1st Floor

Applicant Information

Name _____ Dept _____ Phone _____

Banner Username _____ Email _____

Job Title _____ Supervisor Name _____

New

Check all that Apply:

Write Reports for Self

Write Reports for Others

Run Reports

What types of reports do you need to write/run? _____

Modify

Please state what modifications to reporting access you need:

Terminate

Please state the reason for termination:

Supervisor Approval: _____ Date: _____

Domain Admin Action

Action by: _____ Date: _____

ITS Action

Action by: _____ Date: _____