



Instructions: NMSU Analytics Dashboards allow for efficient visualization, filtering and analysis of a wide range of Banner student data. Employee requesting access must complete Sections 1, 2 and 4. All incomplete/incorrect forms will be returned to the employee. Prior approval to view General Student Reports (STU_Consumer in the SSAR system, ssar.nmsu.edu) is required for all users. In accordance with ARP 15.40, the Computer & Data Security training must be completed before access will be granted. Submit the signed and completed form through a [TeamDynamix Ticket](#).

SECTION 1: REQUESTOR INFORMATION

Employee Name:				Employee Title:			
Aggie ID#:	<input type="text"/>	E-mail Address:	<input type="text"/>	Phone:	<input type="text"/>		
NMSU Department/Unit:	<input type="text"/>	College/Campus:	<input type="text"/>	Employee MyNMSU Username:	<input type="text"/>		
Select your academic role requiring this access							
Executive Team	Dean Associate, Dean, Vice President	College Staff	Department Head	Department Faculty/Staff	Administrator/Staff Academic Affairs	Other	

SECTION 2: Request Access and Authorize

Grant Access: NMSU Analytics Dashboards (University-wide data access)

Grant Access: Dean, Associate Dean, Vice President - no further authorization required

Grant Access: Other job titles - **Dean/VP OR Provost Office Approval**

Dean/VP OR Provost Office Approval:

By signing, I acknowledge and approve NMSU global NMSU Analytics access for the above named employee. I certify this request for NMSU Analytics Portal Access is necessary to cover a critical business need within the above named NMSU Department/Unit and College/Campus. Access is being granted in accordance with Administrative Rules and Procedures of NMSU 2.35.1.2.3 and General NMSU Information Technology Policies 1.2.3.

Dean/VP Approver OR Provost Office (No Delegates)

Signature

Date

SECTION 3: Terminate Access

Terminate Access Date Required:

Supervisor Name

Title

Signature

Date

SECTION 4

For dashboard access, I agree to complete required bias/sensitivity trainings for proper use of sensitive demographic or financial aid data as those training modules are developed. Failure to complete such training will result in loss of dashboard access.

Name

Title

Signature

Date