



Information Technology Services

Cognos Account Application Form

<p>Check one:</p> <p><input type="checkbox"/> New Cognos Account</p> <p><input type="checkbox"/> Modify Cognos Account</p> <p><input type="checkbox"/> Department Transfer (list previous department name): _____</p>
All Applicants
Name:
ID:
Department:
Campus Mailing Address:
Campus Phone:
Your username:

PLEASE READ AND SIGN THE BACK OF THIS FORM

Return form to the appropriate Data Custodian for signature.

Refer to https://www.smith.edu/its/tara/accounts_passwords/banner_account_forms.html for the Data Custodian Listing. (Banner/SSN Data Custodians)

Cognos Accounts fall into three categories: Consumers, Report Authors and users who administer content for their departments (usually the DSC). Please circle the group(s) in either the Consumer or Report Author column that you will need access to. Department Administrator roles require additional discussion with ITS.

Cognos Consumer – Limited to running reports only.	Cognos Report Author – For creating and modifying reports and queries.	Cognos Department Administrator
Admission Consumers Advancement Consumers Course Catalog Consumers Dean of the College Office Consumers Disability Services Consumers Finance Consumers Finance Facilities Consumers Finance Museum Consumers Finance OAR Consumers Finance Sponsored Research Health Services Consumers HR Consumers Provost DOF Consumers Registrar General Student Reporting Consumers Registrar Graduate Office Consumers Registrar IT Tech Services Consumers Registrar Office Consumers Registrar Post Office Consumers Registrar SSW Consumers SFS Consumers	Advancement Reporting Finance Budget Office Reporting Finance Payroll Reporting Finance Reporting IR Reporting HR Reporting SFS Mgmt Reporting SSW Reporting Registrar Reporting	Admission Admin Advancement Admin Data Custodians Finance Admin Finance Payroll Admin HR Admin IR Admin Registrar Admin SFS Admin

SMITH COLLEGE POLICY ON ACCEPTABLE USE OF COMPUTER RESOURCES

Smith College provides computer resources to students, faculty, and staff for academic purposes and for their use on college business including individual computer accounts, access to electronic mail (e-mail), and space for web pages. The college has established standards and policies for the acceptable use of these resources and expects users to be familiar with and honor them. I have read and am familiar with the College's Policy on the Acceptable Use of Computer Resources https://www.smith.edu/its/policies/acceptable_use_policy.html

Actions prohibited by law or college regulations include but are not limited to:

- Sharing your account or password with anyone.
- Unauthorized access or disclosure of confidential information or invasion of personal privacy.
- Infringing upon the rights of other Smith and Internet users, attempting to gain access to other users' accounts, private files, or e-mail, or harassing other users in any way.
- Use of Smith's computer resources to engage in any illegal activity.
- Use of computer resources for the purpose of commercial or profit-making activities not relevant to the mission of the college.
- Fundraising and advertising by groups or individuals other than officially recognized campus organizations.

Violations of college policies are adjudicated according to procedures outlined in the Student Handbook and the Staff Handbook, and may result in the removal of computer access privileges and/or more serious sanctions. Some offenses are punishable under state and federal laws. A repeat copyright violation will result in the immediate removal of computer access privileges.

The college reserves the right to access the contents of users' files on College resources such as PC disk drives, network drives, e-mail, voicemail and other electronic storage media, to disclose the contents when it has a legitimate work-related need to do so, and to preserve the contents in response to litigation, potential legal claims, subpoenas, or other investigations. The College also reserves the right to disclose the contents to law enforcement officials.

For more information on related college policies and sanctions, please refer to the college's: Copyright Policies, Copyright and the Classroom, Electronic Mail Policy, Wireless Network Policy, Procedures for Notification of Copyright Infringement under the Digital Millennium Copyright Act, and Appropriate sections of the Student Handbook and Staff Handbook. Questions regarding this Acceptable Use Policy should be directed to the Executive Director of Information Technology Services.

REMOTE ACCESS FOR ADMINISTRATIVE INFORMATION SYSTEMS

Smith College provides to designated College employees, contractors, vendors and agents remote access privileges to Smith's administrative information systems and databases for the purpose of doing work on behalf of the College from off campus. It is the remote user's responsibility to ensure the same level of security for College data and intellectual property as he/she would if working on campus. Therefore, the College expects remote users:

- To never share their account names and passwords with anyone, not even family members.
- To be familiar and comply with the College's Policy on the Acceptable Use of Computer Resources.
- To ensure that sensitive or confidential data and intellectual property stored on the computer that is remotely connected to the College's administrative information systems and databases is not shared with or accessible by anyone who is not authorized by the College.
- To remove any sensitive or confidential data from the computer that is remotely connected to the College's administrative information systems and databases upon termination of employment or on the completion of the work on behalf of the College.

This policy applies to work conducted on any computer used to remotely connect to Smith's administrative information systems. Questions regarding this Remote Access Policy should be directed to the Executive Director of Information Technology Services.

I have read and will continue to refer to the Banner Data Entry standards:

Employee Signature:		Date:
Supervisor Signature and Date:		Data Custodian Signature and Date:

For ITS use only:		AT Signature and Date:
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