



## Data Warehouse - Financials Data Mart Access Request

Create a ticket in Caltech Help for IMSS Information Security, or attach the form to an email to [data-security@caltech.edu](mailto:data-security@caltech.edu)

<input type="checkbox"/> NEW	<input type="checkbox"/> CHANGE	<input type="checkbox"/> END-DATE	
<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> External Affiliate
<b>Effective Dates</b>			
Start Date: _____	End Date: _____		
m/d/yy	m/d/yy		
<b>User Information</b>			
Last Name: _____	First Name: _____	MI: _____	
UID #: _____	Email: _____		
Org Name: _____	Supervisor: _____		

**Note:** Access to Labor Distribution (LD) data is based on Oracle LD Access.

**Levels of PTA Access:** Org, PI, Org-PI, Award, Project, Award-Project, Project-Task, and/or PTA.

For more information about DW Financial access: [Quick Guide - Financial Data Access](#)

**Tip:** Give access at the highest level possible, e.g., Award or Award-Project instead of PTA.

Level of Access	Access Value (e.g., Org Name or Award #)	Salary?	Exclude?

**NOTE: Approval is required.**

Approved By (Print Name): \_\_\_\_\_

Phone/Ext: \_\_\_\_\_

Approver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

m/d/yy