



Acorn/Reporting (Tableau) Access Request Form

User Name: CCID: Date:

Faculty & Department: Phone:

☐ **Add User**

☐ **Delete User**

☐ **Modify User**

Work related purpose for accessing Acorn (how Acorn will support the work you do for the University of Alberta):

Applicable environment(s): ☐ **Production** ☐ **Development** ☐ **User Acceptance Testing (UAT)**

Type of Data Warehouse content required:

☐ **Staff**

☐ **Student**

☐ **Finance only** (specify department ids) _____

☐ **Finance with HCM** (Note: User must have access to view HCM information (Access Role ZZH.GENERAL.REPORTING) set up by your department's PeopleSoft Authorized Approver.

☐ **Other**

Acorn Confidentiality Agreement submitted: ☐ **Yes** (Note: only applicable for Acorn related projects)

Departmental PeopleSoft Authorized Approver:

Print Name:

Signature: _____

this _____ day of _____, 20 _____

Internal Use Only _ Strategic Analysis (SA)

Applicable Role(s)/Permission(s): ☐ **Interactor** ☐ **Publisher** ☐ **Other** _____

Finance Only:

- ☐ **Finance Project**
- ☐ **Financial Services Project**
- ☐ **FoMD Departments/Units Project**

Request Completed and Requestor Notified:

Date (DD/MM/YYYY): _____

SA Staff Name: _____

Signature: _____