

Requester's Name: _____

EFS Reporting Instance Request

All users with page access in EFS Production are automatically granted the ability to RUN queries in the EFS Reporting Instance.

Use this form if:

1. You need access to WRITE queries in the EFS Reporting Instance.
2. You need access to run or write queries in the EFS Reporting Instance **and** you do not have page access in the EFS Production Instance.

Please check 1 selection below:

Query View (run) access to the Reporting Instance

- o *This access will allow the user to run existing queries.*
- o *The ability to run queries is automatically granted to all users who have access to EFS PeopleSoft.*
- o *This selection does not require any training or assessment.*

Query Manager (run & write) access to the Reporting Instance

- o *This access will allow the user to write and run queries.*
- o *Access to Query Manager requires the completion of assessment OE0234 on the requester's training record.*

Cluster Director Authorization Signature (required for ALL requests):

CLUSTER DIRECTOR AUTHORIZATION PRINTED NAME:	CLUSTER DIRECTOR SIGNATURE:	
CLUSTER DIRECTOR'S EMAIL ADDRESS:	PHONE NUMBER:	DATE: