

# Cognos User Access Request Form

## USER DETAILS

Agency/Company	<input type="text"/>		
Business Unit	<input type="text"/>		
Branch / Section	<input type="text"/>		
User's Full Name	<input type="text"/>		
Preferred Logon Name	<input type="text"/>		
Contact Phone No.	<input type="text"/>		
Email Address	<input type="text"/>		
User Signature	<input type="text"/>	Date	<input type="text"/>

## USAGE

Purpose of Access	<input type="checkbox"/> New User	<input type="checkbox"/> Delete User
Access Commence or End Date	<input type="text"/>	(dd/mm/yy)

## TYPE OF ACCESS REQUIRED

Cognos Connection	<input type="checkbox"/>
Query Studio	<input type="checkbox"/>
Report Studio	<input type="checkbox"/>
System	<input type="checkbox"/> SAMIS Agency: <input type="text"/> <input type="checkbox"/> FAMIS (BMFS) <input type="checkbox"/> MACS (BMFS) <input type="checkbox"/> BPIMS <input type="checkbox"/> FAMIS (Spotless) <input type="checkbox"/> MACS (Spotless) <input type="checkbox"/> PROMIS

Approved By	<input type="text"/> (Includes nominated delegate for external clients)	Title	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

## SAMIS USE ONLY

System Agency Administrator	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>
Login Name Assigned	<input type="text"/>		