



COGNOS ACCOUNT REQUEST FORM



Cognos is Western Michigan University's web-based reporting system for viewing and/or obtaining data (i.e. course registrations, grades, applications, graduation, etc.) entered into WMU's Student Information System (often simply referred to as "Banner"). This form is intended for those university personnel who wish to gain access to Cognos.

Employee's Name: _____

Department: _____

Bronco NetID: _____

Campus Phone#: _____ WMU Email Address: _____

As a Cognos user, you will have access to an extensive amount of information pertaining to WMU students and employees. As a result, it is important that you understand that all data viewed/retrieved via Cognos is for the use of university faculty and staff in the usual conduct of the work of the university. Any other use or disclosure of this information is strictly prohibited.

As a Cognos user, you are to familiarize yourself with and agree to abide by:

1. WMU's "Confidential Information Policy for Employees" at <http://www.wmich.edu/hr/handbook/Discipline.htm#confidential>
2. Consultation on external requests for information under the Freedom of Information Act (FOIA) is to be made with WMU's FOIA Officer at <http://www.wmich.edu/gc/>
3. Student privacy rights under "Family Education Rights and Privacy Act" (FERPA) at <http://www.wmich.edu/registrar/FERPA>

Employee's Signature: _____ Date: _____

Supervisor's Full Name (printed): _____

Supervisor's Title: _____

Supervisor's Signature: _____ Date: _____

Send completed form via university mail to: John Hulsebus (SAIR), B113 Henry Hall -- Mail Stop 5253