BusinessObjects XI User Id Procedure

The intent of this document is to establish a procedure by which staff at Georgia State University will be able to obtain a user id and password that will enable them to access reports from BusinessObjects XI. Since the data displayed in the reports can contain sensitive information that is protected by the FERPA regulation of 1974, a Statement of Accountability must be signed and returned before access can be granted. In addition to the Statement of Accountability, a Request for a BusinessObjects XI User Id form must be completed, and signed by the applicant and appropriate supervisor(s).