

DATA WAREHOUSE
BUSINESS OBJECTS & ORACLE ID / NAME CHANGE REQUEST

Part 1. Identification Information (please print)

(To be completed by Requestor)

This is a request for: Change Oracle ID Change Business Objects ID

New Full Name (include middle initial): _____

Old Full Name (include middle initial): _____

Current User ID _____

Employee Consultant (indicate expiration date __/__/____)

University extension: _____ **Department:** _____

E-mail address: _____ @ _____

Intramural address: _____

Penn ID #: _____ **PennKey:** _____

I understand that this LOGON ID gives me access to administrative computing resources for my exclusive use and support of my work as an employee of or contractor to the University of Pennsylvania. I understand that this access is controlled by my password. I take responsibility for changing my password on a regular basis and for maintaining the secrecy of my password. I understand that I am responsible for anything done on administrative computing resources with my LOGON ID. I take responsibility for maintaining the confidentiality of University information.

Required Signatures:

Requestor: _____ **Date:** ____/____/____

Requestor's Supervisor: _____ **Date:** ____/____/____

School/Center Access Administrator: _____ **Date:** ____/____/____

Part 2. System Access

(To be completed by Security and System Administrators)

Authorizations in order. Received ____/____/____

Authorizations incomplete. Returned to sender.

New Oracle (Database level) Date completed: _____

 ID Assigned _____ Initial password: _____

New Business Objects Date completed: _____

 ID Assigned _____ Initial password: _____

Remarks:

Send completed forms to:

Data Administration
Suite 265C
3401 Walnut Street/6228

To obtain forms:

See the following website:
<http://www.finance.upenn.edu/comptroller/forms/#BEN>