

## **Data Warehouse Access**

### **OVERVIEW**

A data warehouse stores data that is extracted from mainframe and server-based operational applications. The data is made available for ad hoc queries and scheduled reporting. The organization of data in the data warehouse differs from data found in the operational applications in the following ways:

- Relevant data is clustered together for easy access.
- Several copies of the data from various points in time are kept together. These copies are referred to as historical snapshots.
- Data placed into the data warehouse is not updated. However, the historical snapshots are periodically refreshed with data from the operational applications.

### **University Data Warehouses**

The University maintains the following current and historical data warehouses:

- Current student data and financial data regarding accounts receivable is maintained within the Oracle Business Intelligence Enterprise Edition (OBIEE) system accessed through the myWSU portal.

The OBIEE student data area is referred to as the Student Information System (SIS). The OBIEE financial data area is referred to as the Student Financial System (SFS). (See also *BPPM 30.57*.)

- Current financial data other than accounts receivable and historical financial data regarding accounts receivable are maintained within the Business Objects Financial Data Warehouse.
- Historical student data (prior to fall semester 2012) is maintained within the Business Objects Student Data Warehouse for reference purposes.

### **Financial Data Warehouses**

The current and historical financial data warehouses consist of the following data:

- Accounting
- Employment
- Purchasing
- Related supporting

## **Data Warehouse Access**

### **Financial Data Warehouses (cont.)**

The University Controller is the data custodian for the OBIEE Financial Data Warehouse.

The Executive Director, Finance and Administration is the data custodian for the Business Objects Financial Data Warehouse.

### **Student Data Warehouses**

The current and historical student data warehouses consist of:

- Demographic information about students.
- Courses in which students are enrolled.
- Enrollment statistics for each course section.
- Related supporting data.

The Registrar is the data custodian for both the OBIEE Student Data Warehouse and the Business Objects Student Data Warehouse.

### **Questions**

Address questions to the Crimson Service Desk (CSD); telephone 509-335-4357 (509-335-HELP).

### **Security and Data Usage**

The data warehouses provide access to sensitive University data. Administrators are to exercise discretion when authorizing employee access to University data. University employees with a demonstrated "need-to-know" may access data warehouse information. Administrators are responsible for ensuring that authorized employees are aware of data security and usage requirements. (See Executive Policy *EP8*.)

### **Release of Data**

Data is released in accordance with regulations in *BPPM* 90.05, 90.06, and 90.07.

### **Training**

Training for the data warehouses is provided through Human Resource Services (*BPPM* 60.71).

## **ACCESS TO OBIEE DATA WAREHOUSES**

Authorization to access the OBIEE data warehouses through the myWSU portal is assigned to specified employees based upon business need.

## **Data Warehouse Access**

### **ACCESS TO OBIEE DATA WAREHOUSES (cont.)**

Departments must complete the following steps in order to obtain approval for specified departmental personnel to access the OBIEE data warehouses:

- Obtain a Network ID for each employee requesting access to a data warehouse (*BPPM* 85.37).
- Request myWSU access for each of the employees. For access instructions, e-mail the CSD at:

crimsonservicedesk@wsu.edu.

- Ensure that each employee requesting access to OBIEE Answers completes Family Educational Rights and Privacy Act (FERPA) training. See [Privacy Training \(FERPA\)](#).
- Complete an *OBIEE Data Warehouse Access Request* for each employee requesting access to an OBIEE data warehouse. See [Completing the Request Form](#) for further instructions.

The request must be approved by the supervisor, the department chair or director, and the department dean or vice president.

- Submit the completed and approved access request to the CSD data custodian:
  - Email [crimsonservicedesk@wsu.edu](mailto:crimsonservicedesk@wsu.edu)
  - Campus mail; mail code 2341

The CSD data custodian:

- Reviews the request.
- Confirms that FERPA training is current, if applicable.
- Verifies the business need for the access.
- Routes the access request to the applicable data warehouse custodians for approval.
- Ensure that each employee requesting access to OBIEE Answers completes OBIEE training after their access request is approved. (See [OBIEE Training](#).) Upon completion of the training, CSD applies OBIEE Answers access to the employee's Network ID account.

## **Data Warehouse Access**

### **Completing the Request Form**

Most sections of the *OBIEE Data Warehouse Access Request* form are self-explanatory.

#### Request Type

##### *New Request*

To request a new access authorization for a departmental employee, check the **New Request** box at the top of the form.

##### *Departmental Transfer*

For an employee who is transferring from another department and is currently approved to access the OBIEE data warehouses, check the **Departmental Transfer** box at the top of the Data Warehouse Access Request.

#### Levels of Access

Select the levels of access that the employee needs to complete their job duties.

##### *OBIEE Census*

OBIEE Census is the repository of official University reporting data collected on the tenth day of the semester. The Census data includes a variety of metrics related to academic plans, admissions, courses, degrees conferred, grades, honors, student demographic profiles, and student financials (including accounts receivable).

To request access to the official reporting data for the University, check the **OBIEE Census** box.

##### *OBIEE Answers*

OBIEE Answers provides end users with the tools and capabilities to develop queries to generate custom reports and dashboards. OBIEE Answers access provides end users access to all data within the OBIEE Data Warehouse from which custom reports and dashboards can be developed.

To request access to the transactional data and analytical tools used to generate customized reports, check the **OBIEE Answers** box.

##### *Date FERPA Training Completed*

For requests for access to OBIEE Answers, enter the date the employee completed FERPA training (see below).

## **Data Warehouse Access**

### **Business Need**

Provide a detailed business need and justification for access to the indicated data warehouse resources. The justification must clearly identify the tasks within the employee's job duties that require access to the OBIEE data warehouse for successful completion.

### **Privacy Training (FERPA)**

Each employee requesting access to OBIEE Answers must complete the online student records privacy training before access is given. To access the online training, the employee selects the **FERPA Training** link on the Registrar's Office Network website at:

[ronet.wsu.edu/](http://ronet.wsu.edu/)

Employees must take FERPA training every three years to be current and eligible for access to OBIEE Answers.

### **OBIEE Training**

Each employee requesting access to OBIEE Answers must complete OBIEE training before access is given. OBIEE training is available through Human Resource Services (HRS).

To register for OBIEE training, access the HRS training website at:

[hrs.wsu.edu/skillsoft](http://hrs.wsu.edu/skillsoft)

Under **Search**, enter "OBIEE,"  
Select a specific training session,  
Select **Enroll**.

### **Terminating Access**

The supervisor is responsible for requesting removal of an employee's data warehouse access when the employee leaves the University or when changes in job duties no longer warrant access to the OBIEE data warehouse.

To request removal of the employee's access, the supervisor submits a completed *OBIEE Data Warehouse Access Request* to CSD. The supervisor checks the **Cancel** request type box at the top of the form.

COMPUTING AND  
TELECOMMUNICATIONS  
85.48.6  
Revised 6-19  
Finance and Administration  
509-335-5524  
Registrar's Office  
509-335-5346  
Crimson Service Desk  
509-335-4357 (509-335-HELP)

## BUSINESS POLICIES AND PROCEDURES MANUAL

### Data Warehouse Access

#### Transferring Access

When an employee with OBIEE data warehouse access transfers to another department:

- The original department must submit a data warehouse request to remove the employee's access. The department checks the **Cancel** request type box at the top of the form.
- The new department must submit a data warehouse request indicating the business need within the new position. The department checks the **Departmental Transfer** request type box at the top of the form.
- The two departments coordinate regarding the effective date of the change in access to best meet the needs of the departments.

#### ACCESS TO BUSINESS OBJECTS DATA WAREHOUSES

Authorization to access the Business Objects data warehouses is assigned by software licenses held by departments. An employee is assigned to use a license for the data warehouse access software installed on a specific computer held by a specific department.

Departments must complete the following steps in order to obtain approval for specified departmental personnel to access the historical data warehouses:

- Obtain a Network ID for each employee requesting access to a data warehouse (*BPPM 85.37*).
- Complete a *Business Objects Data Warehouse Access Request* for each employee requesting access to a Business Objects data warehouse. See [Completing the Request Form](#) for further instructions.

The request must be approved by the department chair or director and the department dean or vice president.

- Submit the completed and approved access request to the data custodian for the Business Objects Financial Data Warehouse and/or the data custodian for the Business Objects Student Data Warehouse.

## **Data Warehouse Access**

### **ACCESS TO BUSINESS OBJECTS DATA WAREHOUSES (cont.)**

- After the applicable data custodian approves the employee's access, Information Technology Services (ITS) sends the employee a data warehouse user ID, a temporary password, and the internet link.

#### **Completing the Request Form**

Most sections of the Business Objects Data Warehouse Access Request form are self-explanatory.

#### Request Type

##### *New Request*

To request a new software license and authorization for an employee to be assigned to use the new license, check the **New Request** box at the top of the form.

##### *Departmental Transfer*

ITS may transfer use of a specific Business Objects software license to a new departmental employee if that employee is assigned to use the department computer on which the access software is currently installed.

Check the **Departmental Transfer** box at the top of the *Data Warehouse Access Request* to request authorization for the employee to access the data warehouses on an existing software license.

#### Additional Actions (Move Existing Repository)

Check **Move existing repository** to request that access to the existing data repository assigned to a license be transferred to a different departmental employee. (The **Departmental Transfer** request type must also be checked.)

#### **Privacy Training (FERPA)**

Each employee receiving access to the Business Objects Student Data Warehouse must complete the online student records privacy training before access is given. To access the online training, select the **FERPA Training** link on the Registrar's Office Network website at:

[ronet.wsu.edu/](http://ronet.wsu.edu/)

Employees must take FERPA training every three years to be current and eligible for access to student systems.

## **Data Warehouse Access**

### **Terminating Access**

Departments are responsible for requesting removal of an employee's data warehouse access authorization when the employee terminates employment with the department.

To remove the employee's access, the department submits a completed *Business Objects Data Warehouse Access Request* to ITS. The supervisor checks the **Cancel** request type box at the top of the form.

### **Transferring Access**

When an employee requiring access begins work for or transfers to a department, the new department must submit a completed and approved *Business Objects Data Warehouse Access Request* for the employee. The applicable data custodian must approve the employee's access and license assignment prior to use of the data warehouse for the new department.