

## **Q. How do I get access to the WebFOCUS reporting system?**

**A.** Listed below are the steps required to gain access to WebFOCUS:

- 1) *Prospective users must complete a WebFOCUS User Account Request form.*  
WebFOCUS User Account Request forms are available at the links below.
- 2) Click on the area form link required and print a copy of the form.
- 3) Complete a User Account Request Form for each area required and forward the form(s) to the appropriate WebFOCUS Domain Administrator.

### **WebFOCUS User Account Request Forms**

<b><i>User Account Request Forms</i></b>	<b><i>WebFOCUS Domain Administrator</i></b>
<a href="#"><u><i>Admissions Graduate</i></u></a>	<i>Kesha Little, Katrina Boone</i>
<a href="#"><u><i>Admissions Undergraduate</i></u></a>	<i>Evelyn Khoo Gladden</i>
<a href="#"><u><i>Advancement</i></u></a>	<i>Tracie Jones</i>
<a href="#"><u><i>Finance</i></u></a>	<i>Anthony Grice</i>
<a href="#"><u><i>Financial Aid</i></u></a>	<i>Tariq Mahmood, Ronette Hamilton, Denise Mial</i>
<a href="#"><u><i>Human Resources</i></u></a>	<i>Maurice Warren</i>
<a href="#"><u><i>Institutional Research</i></u></a>	<i>Evelyn Tinsley</i>
<a href="#"><u><i>Payroll</i></u></a>	<i>Maurice Warren</i>
<a href="#"><u><i>Student</i></u></a>	<i>Cassandra Pickett, Deborah Mayhand</i>
<a href="#"><u><i>Treasurer</i></u></a>	<i>Angela Dubose, Alonzo Hines</i>
<b><i>WebFOCUS Administrator – Patricia Mickel</i></b>	

### ***WebFOCUS Account Request Review Process***

The WebFOCUS Domain Administrator reviews each User Account Request form to determine the appropriate level of user access. If the request is approved, the WebFOCUS Domain Administrator completes an Account Privileges form to grant user access for a specific domain and group. The WebFOCUS Domain Administrator forwards the forms to the WebFOCUS Administrator.

The WebFOCUS Administrator creates the user account as directed by the WebFOCUS Domain Administrator. The WebFOCUS Administrator supplies the user with a valid User ID and Password.

All requests for access to student data are governed by the Federal Educational Family Rights and Privacy Act (aka FERPA).