

University of Oregon  
Integrated Data and Reporting (IDR)  
IDR: Request for Access to Departmental Folder and/or Delegation of Responsibility

University of Oregon Responsibility Units (RUs) may want to maintain their own IDR Departmental Folders in which to keep IDR reports they have developed for internal use. In addition, within the top level RU Departmental Folder, they may want to create additional folders to organize and manage access to the reports.

The head of the RU can be granted the ability to create folders within the RU Departmental Folder and manage user access to the folders. This responsibility may also be delegated to up to two other people within the RU. Access to administer the RU Departmental folder is accomplished by completing and submitting this form.

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**I request access to the IDR Departmental Folder for my Responsibility Unit:**

\_\_\_\_\_  
Name of the Responsibility Unit

**I want to:**     Request access for myself  
                   Add or Remove delegation of responsibility (limit is 2 delegates per RU)

Add  
 Remove

\_\_\_\_\_  
*Delegate Name (Printed)*

\_\_\_\_\_  
*Delegate Email Address*

Add  
 Remove

\_\_\_\_\_  
*Delegate Name (Printed)*

\_\_\_\_\_  
*Delegate Email Address*

\_\_\_\_\_  
*Head of RU (Printed)*

\_\_\_\_\_  
*Head of RU Email Address*

\_\_\_\_\_  
*Head of RU (Signature)*

\_\_\_\_\_  
*Date*

Scan completed form and submit via UO Service Portal at <https://service.uoregon.edu/TDClient/2030/Portal/Requests/ServiceDet?ID=18948>

Approved by: \_\_\_\_\_  
*(Business Intelligence Manager, IS)*

\_\_\_\_\_  
*Date*

Last updated: 30-Oct-2020