On, Tuesday, April 9th, Kerri Tricario, University Controller, sent an email announcing the go live of the new automated **Chartfield Access Authorization Form**. Requesting access to UDW+ is a part of the form. This memo is in addition to that email, and is specific to the UDW+ access request process.

- **What does this new form mean to individuals requesting access to UDW+?**  
The current, temporary process of having the Decision Support Group (DSG) grant access to the UDW+ reporting environment will discontinue.
  The new process requires users to complete the ‘UDW+ Access Request’ located on the Chartfield Access Authorization form. If you do not complete the form, you will not receive UDW+ access.

- **How do I access the new form?**  
The Chartfield Access Authorization form is located at the following address:  
  https://bpmprod-wsq.its.nyu.edu/chartfield  
You can also find the link to this form on the CDV website under ‘Forms’ and on the ‘Work Tab’ at NYUHome in the list with the BudMod and JEMS links.  
You will log in with your NYUHome user name and password

- **Why is the UDW+ access request process included in the Chartfield Access Authorization Form?**  
Having the UDW+ Access Request process included in the Chartfield Access Authorization form allows users the ability to easily request, modify and view both Chartfield and Reporting access in one electronic place.

- **What are the steps to follow in order to gain access to UDW+?**  
  **PLEASE REMEMBER:** Training is mandatory prior to gaining access to UDW+. Please consult the list of course offerings on the UDW+ website: [http://www.nyu.edu/employees/resources-and-services/administrative-services/university-data-warehouse-plus/Trainingandaccess2/Training_Course_Catalog.html](http://www.nyu.edu/employees/resources-and-services/administrative-services/university-data-warehouse-plus/Trainingandaccess2/Training_Course_Catalog.html)

  1. **COMPLETE TRAINING:**  
     To register for UDW+ training, please visit iLearn ([https://nyu.absorbraining.com/user/default.asp](https://nyu.absorbraining.com/user/default.asp)) and search for the class “FIN 800: UDW+ Dashboards Online Training”. Complete the appropriate sections.

  2. **COMPLETE QUIZ(ZES):**  
     Instructions on accessing the corresponding required quiz will be provided in iLearn upon completion of the online training course(s).

  3. **REQUEST ACCESS:**  
     Upon successful completion of a quiz, you will receive a notification from iLearn that you can request access to that component of UDW+ in **90 minutes**. (*This wait time is required in order for the form to communicate with iLearn.*) A link to the Chartfield Access Authorization form will be supplied in the email.
     The following page shows the actual UDW+ request process on the Chartfield Access Authorization form.
Gaining Access to UDW+ via the Chartfield Access Authorization Form

1. Go to the Chartfield Access Authorization Form. (https://bpmprod-wsq.its.nyu.edu/chartfield)

2. For most users, NYU netID and Name will automatically populate. Enter your department under User's Department. Once you start typing, a dropdown list of all matching options will appear. Fiscal Officer will automatically populate after you choose a Department.

3. Click Next in the lower right hand corner to move to the next page. (You do not need to fill out anything else on this page.)

4. In the UDW+ Requests section, confirm the appropriate boxes are selected under the “Access” column. Note that if you have not completed the corresponding iLearn quiz you will not be authorized to gain access to that dashboard/report. (It is also important to remember that a user must have chartfield access in order to request reporting access).

5. Click Submit in the lower right hand corner. You will receive a confirmation email and a welcome email from the Decision Support Group once access is granted.

For more information on training, please visit the UDW+: DSG web page and click on the UDW+: FAQs in the lower right corner of the page.

If you have any questions concerning UDW+ training or access, please contact the Decision Support Group at 8-2900 or askDSG@nyu.edu.