**Office of the University Registrar  
Approval Form for Cognos- Student Folder/Report Access**

***Note:*** *Please complete the top portion of the form and send by email to:* [*Registrar@wfu.edu*](mailto:Registrar@wfu.edu)

**Requested By:**

|  |  |
| --- | --- |
| Full Name: |  |
| Department/Office: |  |
| Phone Number: |  |
| Email: |  |
| Reason for Request: |  |
| Request Date: |  |

**Approved By:   
*For Reporting Team Use Only***

Full Name:

Approved (Y/N):

Approved with Restriction**\*\***:

Date:

**\*\*Restrictions** (*please specify*)**:**

**Security Access**

Read (Y/N):

Write (Y/N):

Execute (Y/N):

Traverse (Y/N):

Set Policy (Y/N):