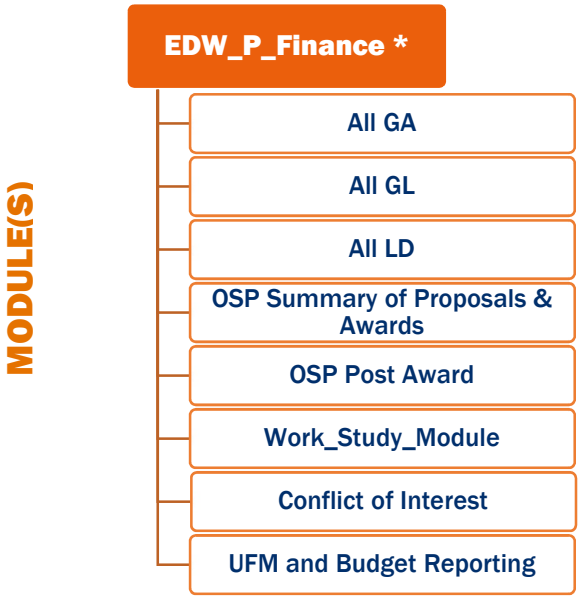
Requesting UBI Responsibilities in ESHARP

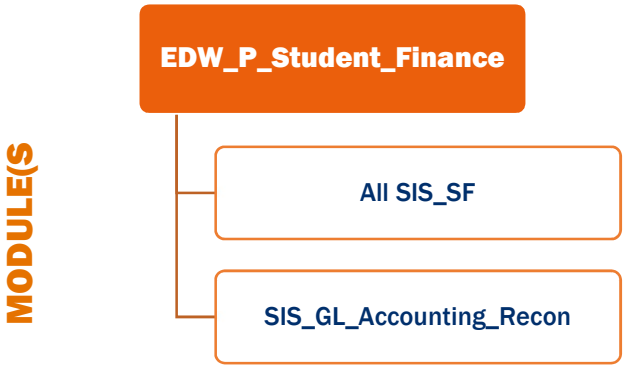
Access to UBI data requires the appropriate level of permission. Several different responsibilities grant access to certain modules in UBI. Responsibilities can be requested through ESHARP through the following process:

- Log in to ESHARP
- Select *University Business Intelligence* from the Application List
- Click **Request Add/Remove Access.**
- Click **New Request** and follow the prompts to request the appropriate responsibility(ies) for your desired module(s), according to the charts below.

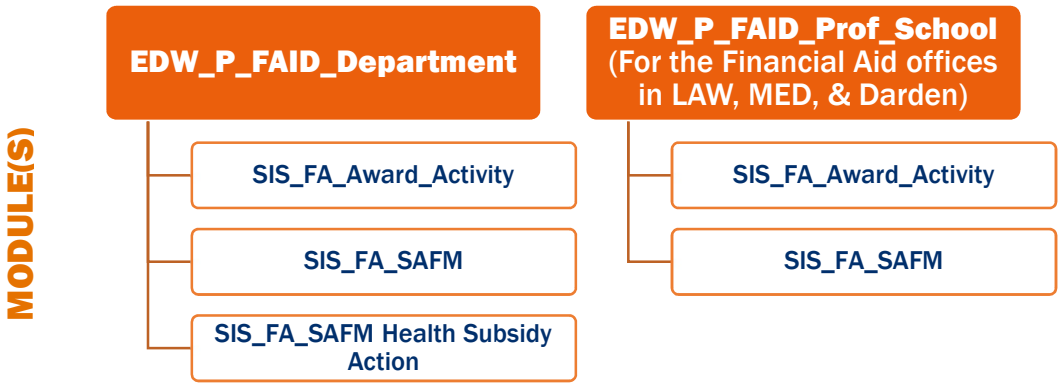
FINANCE RESPONSIBILITIES



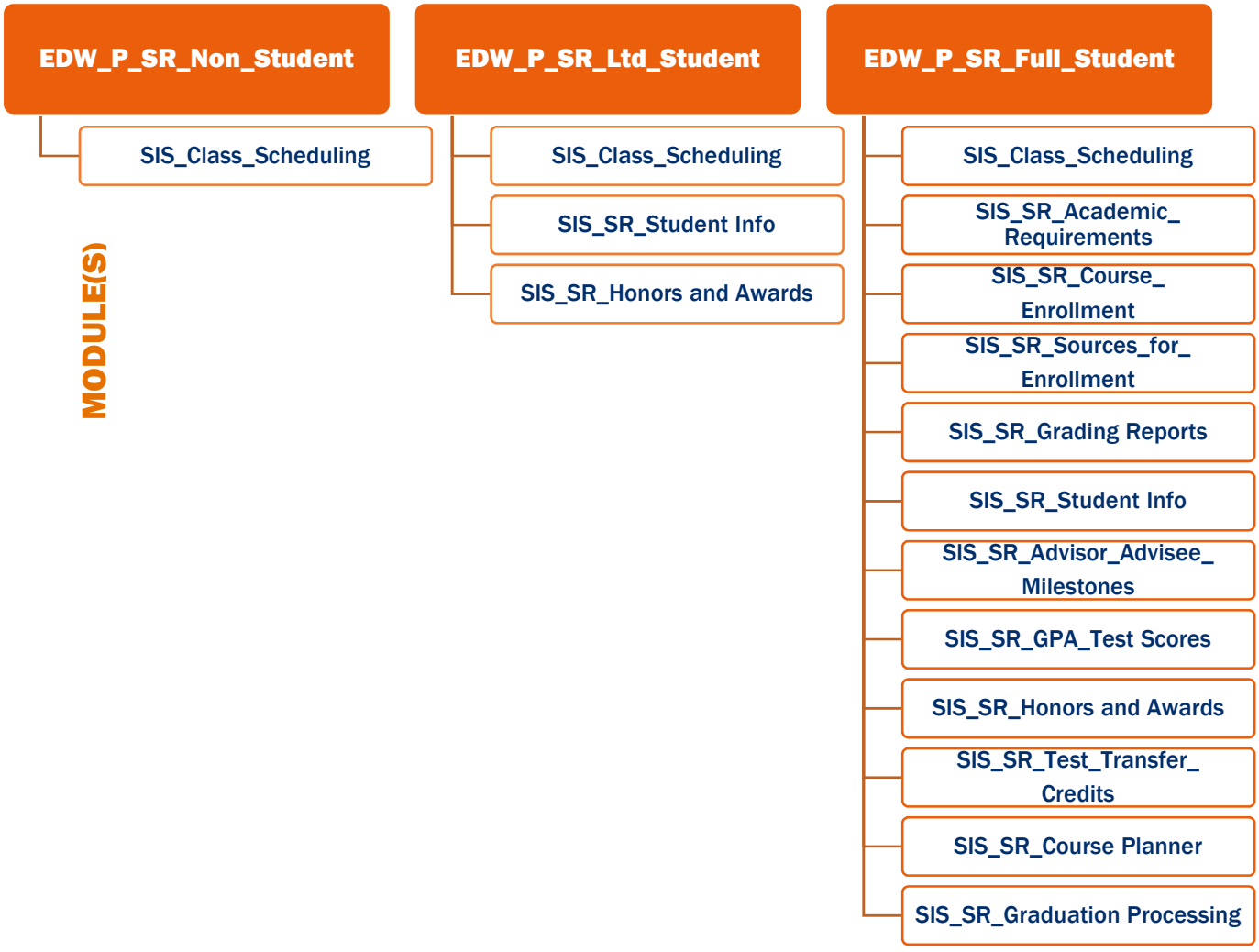
SIS – STUDENT FINANCE RESPONSIBILITIES



SIS – FINANCIAL AID RESPONSIBILITIES



SIS – STUDENT RECORDS RESPONSIBILITIES



SIS – ADMISSIONS RESPONSIBILITIES

NOTE

Associated Discoverer reports can be identified with the Discoverer-to-UBI Report Mapping Document, available in the UBI Community

UBI to IS/SIS Responsibility Mapping

Area	UBI Responsibility	Corresponding IS/SIS Responsibility	Description
Finance *	EDW_P_Finance	N/A	Grants access to finance reports.
Student Finance	EDW_P_Student_Finance	UV SF Department Reporting	Information about Student Accounts, such as Tuition and Fees and other Charges and Payments.
Financial Aid	EDW_P_FAID_Department	UV FA Department Reporting	Used by individuals who do Financial Aid awarding at the departmental or school level (other than Law, Darden and Medicine). Includes SAFM data.
Financial Aid	EDW_P_FAID_Prof_School	UV FA School Reporting	Used by the professional schools (Law, Darden, Medicine) who have their own Financial Aid Offices. Includes all data from EDW_P_FAID_Department.
Student Records	EDW_P_SR_Non_Student	UV SR Unrestricted Reporting	Contains Course, Class, Instructor information primarily. No student-identifiable information.
Student Records	EDW_P_SR_Ltd_Student	UV SR Non Acad User Reporting	Includes all data from EDW_P_SR_Non_Student and some student-identifiable data. Typically used by auxiliaries and other offices that have a need for some information about students, but no need for such things as grades and GPA.
Student Records	EDW_P_SR_Full_Student	UV SR Acad User Reporting	Will include all Student Records data and reports that are created in UBI.
Admissions	EDW_P_Admissions UGRD Admissions	UV AD Applicant Reporting	Contains data from the SIS Admission module. UBI currently only has data used by the Undergraduate Admission Office. Additional responsibilities to represent the different Application Centers will be added as new modules become available.

* Access to data is now only granted through UBI.