Data Warehouse Access

OVERVIEW
A data warehouse stores data which is extracted from mainframe operational applications and made available for ad hoc queries and scheduled reporting. The organization of data in the data warehouse differs from data found in the operational applications in the following ways:

• Relevant data is clustered together for easy access.

• Several copies of the data from various points in time are kept together. These copies are referred to as historical snapshots.

• Data placed into the data warehouse is not updated. However, the historical snapshots are periodically refreshed with data from the operational applications.

University Data Warehouses
The University maintains two data warehouses, the Financial Data Warehouse and the Student Data Warehouse.

Financial Data Warehouse
The Financial Data Warehouse consists of:

• Accounting data,
• Employment data,
• Purchasing data, and
• Related supporting data.

The Executive Director, Finance and Administration is the data custodian for the Financial Data Warehouse.

Student Data Warehouse
The Student Data Warehouse consists of:

• Demographic information about students,
• Courses in which students are enrolled,
• Enrollment statistics for each course section, and
• Related supporting data.

The Senior Associate Registrar is the data custodian for the Student Data Warehouse.

Additional Information
For more information, select the Student Data or Financial Data links from the Information Technology Services (ITS) Data Warehouse website at:

http://infotech.wsu.edu/datawarehouse/
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Security

The data warehouses provide access to sensitive University data. Administrators are to exercise discretion when authorizing employee access to University data. University employees with a demonstrated "need-to-know" may access online information. Administrators are responsible for ensuring that authorized employees are aware of data security requirements.

Release of Data

Data is released in accordance with regulations in [90.05] and [90.06].

Training

Training for the data warehouses is provided through Human Resource Services. See [60.71].

ACCESS TO DATA WAREHOUSES

Departments must complete the following steps in order to obtain approval for specified departmental personnel to access the data warehouses:

- Purchase a license for the necessary query and reporting tool software through ITS. For more information, see the ITS Data Warehouse Query and Reporting Tools website at:
  
  [http://infotech.wsu.edu/datawarehouse/qrtools.html](http://infotech.wsu.edu/datawarehouse/qrtools.html)

  ITS charges departments an annual relicensing and maintenance fee for the query and reporting tool software.

- Obtain a Network ID for each employee requesting access to a data warehouse. See [85.37].

- Complete a Data Warehouse Access Request for each employee requesting access to a data warehouse. To obtain the form and routing instructions, see [85.48.4].

  The request must be approved by the department chair or director and the department dean or vice president.

- Submit the completed and approved access request to the data custodian for the Financial Data Warehouse and/or the data custodian for the Student Data Warehouse.

- After the applicable data custodian approves the employee's access, ITS sends the employee a data warehouse user ID, a temporary password, and the software installation instructions.

- Download and install the software.
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Privacy Training

Each employee receiving access to the Student Data Warehouse must complete the online student records privacy training before access is given. To access the online training, select the FERPA Test link on the Registrar's Office Network website at:

http://www.ronet.wsu.edu/

Employees must take FERPA training every three years to be current and eligible for access to student systems.

Terminating or Transferring Access

Departments are responsible for notifying the ITS Helpdesk to remove an employee's data warehouse access authorization when the employee terminates employment with the department; telephone 335-4357 (335-HELP).

Departments must purchase a software license for each computer that is to be used to access the data warehouses. ITS may transfer use of a specific software license to a new employee if that employee is assigned to use the department computer on which the access software is currently installed.

The department must submit a completed and approved Data Warehouse Access Request for the replacing employee. The data custodian must approve the replacing employee's access prior to use of the data warehouse.

Complete and/or print the form on 85.48.4 as needed.