

INFORMER DATA ACCESS POLICY

INFORMER ACCESS LEVELS

Access to Informer is limited to Aurora University faculty and staff. An employee must receive approval from his/her manager to be set up to use Informer.

There are two levels of user access in Informer:

- Report Launcher: Launches (runs) reports in Informer that are created by a Report Writer and shared with him/her by the Report Writer.
- Report Writer: Creates reports in Informer and has access to files and fields. This level of access requires approval from the owner(s) of the data that will be accessed. It also is a requirement that a Report Writer complete the Informer Training Class offered by OIT.

REQUESTING ACCESS TO INFORMER

Send an email to oithelp@aurora.edu to request access to Informer with the approved level of access (i.e., Report Launcher or Report Writer).

FILE/FIELD ACCESS

Report Writers are allowed access to the files and fields owned by their department. Permission must be requested to access any other files and fields. The owning department will provide assistance and guidelines outlining how to access the data that they own.