

**Policy Regarding Access to Query Studio
For University Departmental Users**

Access to Query Studio will be considered on a case by case basis. Requests for access will be directed to AFISM from the supervisor of the individual needing access. The person for whom access is requested must be responsible for providing information that is not accessible using the “Campus Reports”.

AFISM will partner with Budget/Finance/HR/Procurement to determine if access should be granted. Functional users (i.e. Drane Hall Staff), requesting Query Studio access must successfully complete training, after the decision to grant access has been made, and prior to receiving Query Studio access.