Instructions to Request CHS Student Data Site Access

1. Navigate to https://analytics.asu.edu/teams/chs/Pages/Home.aspx

2. If prompted to sign in, make sure the “Faculty/Staff” button is selected

3. Click the maroon Request Access button in middle of the page
4. In the Site name field, type “College of Health Solutions Student Data”

5. Type justification in the “Reason for access request” field

6. Ensure your Supervisor is correctly listed

7. Click blue Order Now button at the top-right hand side of page
8. You will know that your request was submitted successfully if you get a green message box on the screen, and you will also receive a confirmation email

- Thank you, your request has been submitted

Order Placed: 2017-10-10 12:39:13
Estimated Delivery Date of Complete Order: 2017-10-17

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RITM0336536</td>
<td>This request is used to request access to a site within the Analytics Environment</td>
</tr>
</tbody>
</table>

9. Access is generally approved within 24-48 hours, but may be delayed if you have not taken and passed FERPA training. Please refer to the “Instructions to Enroll in FERPA” guide for additional assistance