

Before you can begin using the WRL, you need to request access to it.

Mac Users: The software used to process the access request form (OnBase) only functions properly when you use Firefox. InfoView, the program that runs the Web Report Library, can be used with any browser on the Mac.

PC Users: The software used to process the access request form (OnBase) only functions properly when you use Internet Explorer. InfoView, the program that runs the Web Report Library, can be used with any browser.

1. Login to MyBGSU. For security purposes, you are only able to submit the request form on your own behalf.
2. Click the Employees tab.



3. Under IT Security Access Forms, click on the FMS Web Report Library Access Form link.



4. Complete the access form and click Submit.
5. Your request will be reviewed by the associated Data Custodians and you will receive an email once the form has been processed.

FMS Web Report Library Access Form Finance & Administration

Bowling Green State University
Technology Support Center
110 Hayes Hall
Phone: 419-372-0999

Client Information

First Name:	<input type="text" value="Freddie"/>	Last Name:	<input type="text" value="Falcon"/>
Username:	<input type="text" value="Falcon"/>	BGSU ID Number:	<input type="text" value="0000555555"/>
Department:	<input type="text" value="Athletics"/>	Office Location:	<input type="text" value="The Doyt"/>
<input type="text" value="Staff"/> <input type="button" value="v"/>	Other: <input type="text"/>	Phone Number:	<input type="text" value="419-555-5555"/>

Please place a check mark next to the folders to which you require access:

- Budget Administrator Financial Reports

Comments:

By clicking on the submit button below, I am reconfirming that I agree to abide by the [BGSU Information Technology Policy](#) and the [Bowling Green State University Code of Ethics and Conduct](#) as originally agreed to upon receiving my BGSU account

By clicking the button below, you agree that the information above is correct to the best of your knowledge. Clicking on this button will submit your form for processing