Instructions for Gaining Access to UDW+

2. For most users, NYU netID and Name will automatically populate. Enter your department under User’s Department. Once you start typing, a dropdown list of all matching options will appear. Fiscal Officer will automatically populate after you choose a Department.

3. Click Next in the lower right hand corner to move to the next page. (You do not need to fill out anything else on this page.)
4. In the UDW+ Requests section, confirm the appropriate boxes are selected under the “Access” column. Note that if you have not completed the corresponding iLearn quiz, you will not be authorized to gain access to that dashboard/report. (It is also important to remember that a user must have chartfield access in order to request reporting access.)

5. Click Submit in the lower right hand corner. You will receive a confirmation email and a welcome email from the Decision Support Group once access is granted.

For more information on training, please visit UDW+: DSG and click on the UDW+: FAQs in the lower right corner of the page. In question 24, click on the link to UDW+ Training and Access article. (http://www.nyu.edu/employees/resources-and-services/administrative-services/university-data-warehouse-plus/support.html)

If you have any questions, please contact the Decision Support Group at 8-2900 or askDSG@nyu.edu.