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. Navigate to the Administrative tab and then the Services tab.

3. In the bottom right hand corner, 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.
Request Access to the Web Report Library

FMS Web Report Library Access Form
Finance & Administration

Client Information

First Name: Fede
Last Name: Falcon
Username: Falcon
BGSU ID Number: 0000555555
Department: Athletics
Office Location: The Dot
Phone Number: 419-372-0999

Staff [ ] Other: [ ]

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.

Submit