
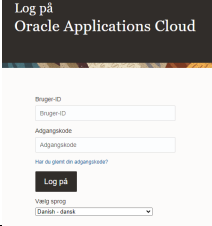
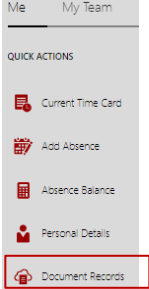
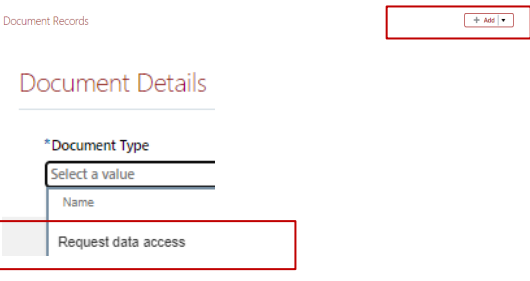


<b>Category</b>	DTU Fusion - HCM	
<b>Subject</b>	Request for extended access to HR Reports	
<b>Responsible</b>	Corporate HR	
<b>Date</b>	26-08-2024	

Trin	Forklaring	Navigation
Open DTU Fusion	Åbn <a href="#">DTU Fusion</a>  Username is your initials. If you do not have a password, <a href="#">click here</a>	
Choose Me	Click on "Me" and click again on "Dokument Records"	
Choose Add	Click on "Add" and choose "Request data access"	
Fill in the document details	<p>Choose "Fuld institutadgang" under Select Access Type.</p> <p>This gives access to all institute data.</p> <p>Fill in the Justification for the wanted access.</p> <p>Get e-mail approval from head of the department and attach. If not attached HR will ask for it before giving the access.</p> <p>The request will be approved by your immediate manager in the process flow but it still needs approval from the head of the department before execution from HR happens.</p>	