

# Accessing the Shared Query Library – Authorization

URL for Query Library Authorization:

[https://www.doit.wisc.edu/infoaccess/info\\_request/home.asp](https://www.doit.wisc.edu/infoaccess/info_request/home.asp)

What are the steps to get authorized?

1. Log on the Group Query Library Membership page using your NetID and password.

The following screen should appear:

WISCONSIN  
UNIVERSITY OF WISCONSIN-MADISON

MY UW WISMAIL SEARCH PEOPLE

Activate my NetID Modify my NetID

### NetID Login

The application or resource you requested requires you to login.  
Once your login is successful, you'll be returned to the application you've requested.

**LOGIN**

NetID

[What is my NetID? \(e.g. bbadger\)](#)

Password

[Forgot your password?](#)

Prevent unauthorized use of your personal information. Close **all** web browser windows when you are finished (quit on a Mac). Logging into your NetID authorizes you for **all other online services** that use the NetID Login service.

2. The Query Library Agreement will appear.

Query Library Group Membership [Home](#) | [Logout](#)

#### Query Library Agreement

- Use of University computing resources is restricted to authorized University of Wisconsin business.
- You may only access queries for which you have specific authorization. You may only use your access to queries for authorized University of Wisconsin business.
- You will be held responsible for any security breach traceable to you or your netID. You will also be held liable for any willful misuse or deliberate system damage traceable to you or your netID.
- You may not transfer data obtained through these queries to anyone without written prior approval of the data custodian.
- It is your responsibility to comply with the provisions of the [Federal Family Educational Rights and Privacy Act \(FERPA\)](#), the University of Wisconsin-Madison Policy on Faculty and Staff Racial/Ethnic Heritage Data (governed by Wisconsin Public Record Law and by state and federal laws) to protect the confidentiality of personally-identifiable information.

Violation of this agreement may result in disciplinary action or legal action or both.

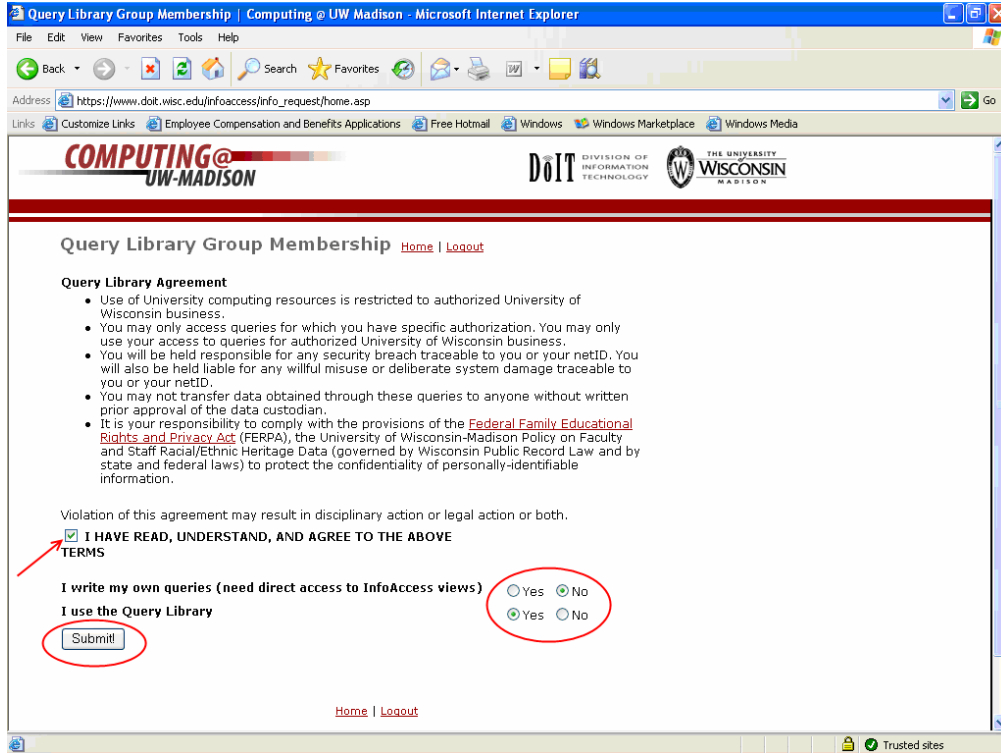
I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE TERMS

I write my own queries (need direct access to InfoAccess views)  Yes  No

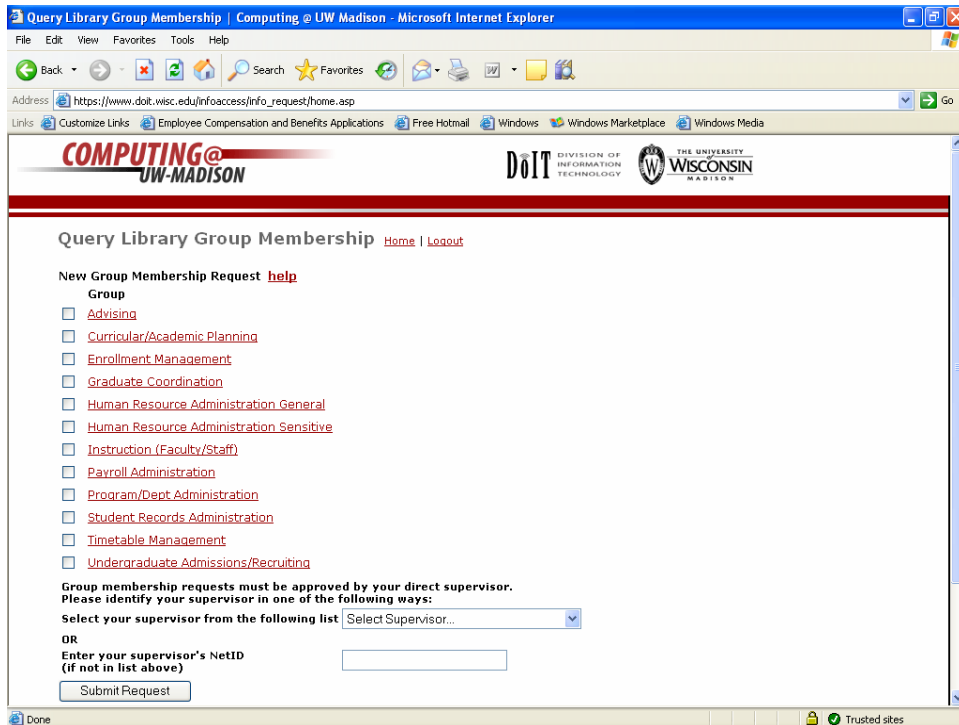
I use the Query Library  Yes  No

[Home](#) | [Logout](#)

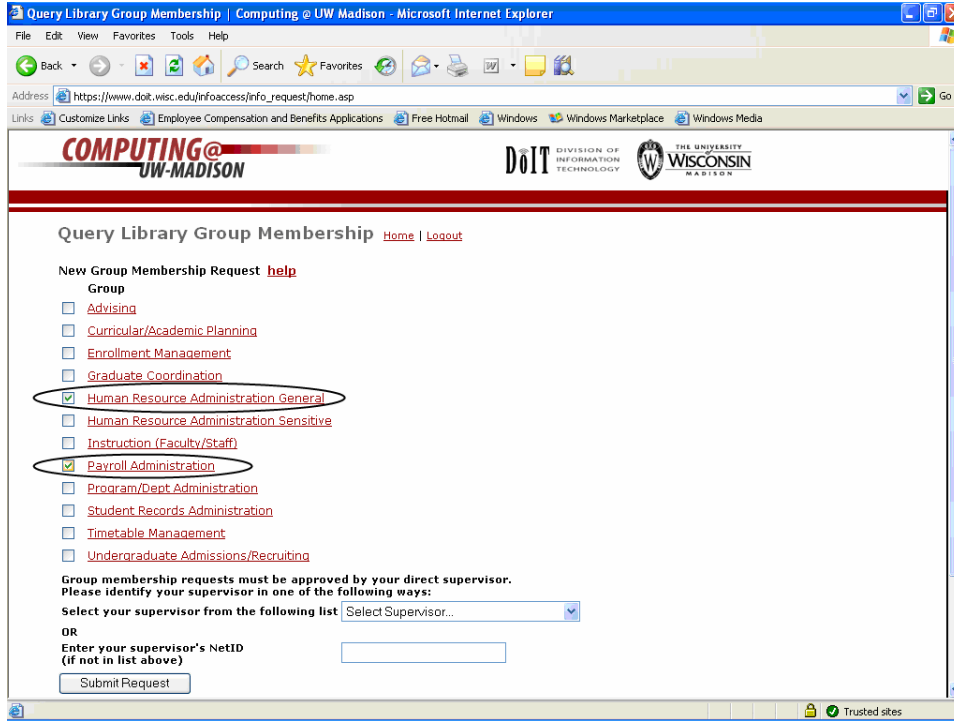
3. Complete the Agreement and click “Submit”.



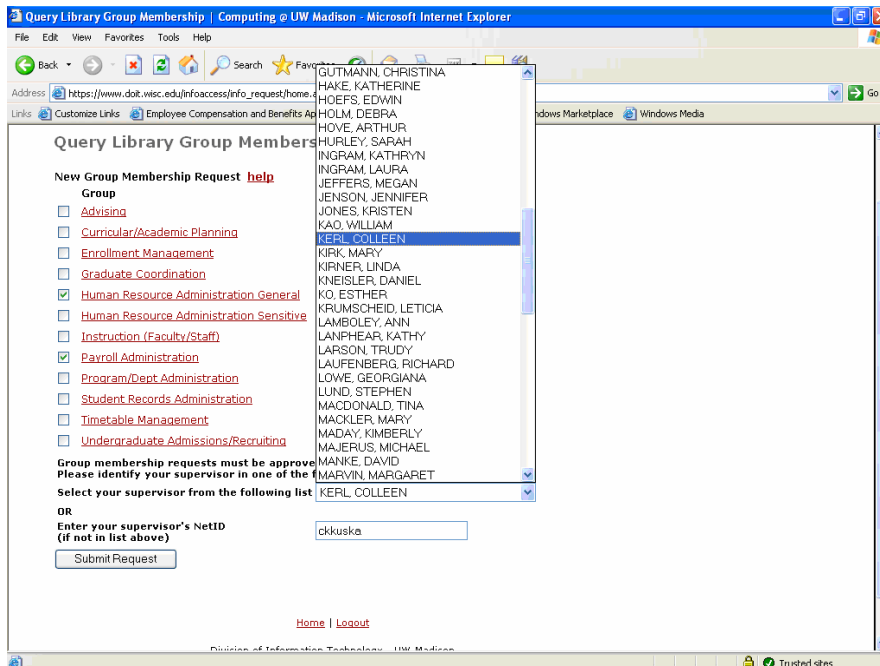
4. The New Group Membership form will appear.



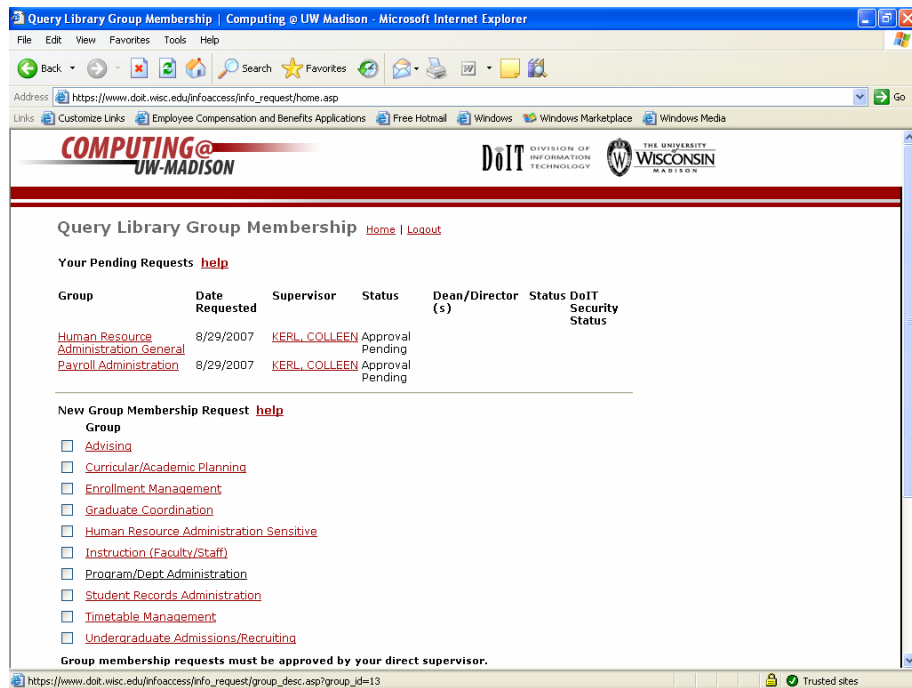
- Select the appropriate groups. For the FICA query, we recommend that payroll coordinators select the “Payroll Administration” group. Human Resources representative may want to select “Human Resources Administration General”. (The FICA query is under both Payroll and HR General)



- From the drop-down menu select your supervisor. Your supervisor’s NetID should populate. Click “Submit Request”.



- The next screen shows approval pending for the group or groups you have requested access.



Your supervisor will receive e-mail notification to grant access for you to the requested query library group. Reminder e-mails are sent periodically until access is either granted or denied.

Once you have been given access, you will be able to logon to the Query Library using your NetID at: <https://authhub.wisconsin.edu/?app=Hyperion>