REQUEST FOR GENERAL ACCESS
ONLINE ADMINISTRATIVE COMPUTING SYSTEM

Return to: Data Security Officer D305

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Requestor: Please print clearly. Complete all fields in this section.

NAME: _____ _____
(last) (first)
DEPARTMENT: _____ ID NUMBER: _____-_____-_____

SIGNATURE: _____ DATE: ___/___/___

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Supervisor/Chair:

If transaction DR14 is required, has the REQUEST FOR DR14 ID ACCESS form been sent to the Registrar's Office - D130 ? Yes / No / Not Applicable

If this employee has duties/tasks similar to those of a current employee, please identify the current employee here:

_____

If this employee is a replacement for another employee, please identify the former employee here:

_____

If the former employee transferred to another department, please identify that department, if known: _____

If the former employee is leaving the university, as of what effective date may we delete their signon ? ____/____/____

APPROVAL SIGNATURE: _____ DATE: ___/___/___

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Data Security Officer:

Categories: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

LID:_____ #UDDS:_____ #AREA:_____ #RESP: _____

#CLAS: _____ #FUNC:_____ CICSID:_____

APPROVED: _____ DATE: ___/___/___

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Systems Programming:

COMPLETED BY: _____ DATE: ___/___/___