**Instructions**

1. Requestor/User fills in identification information in Section 1.
2. User reads applicable policies and signs acknowledgement in Section 2.
3. Requestor/User selects appropriate access level/role in Section 4.
4. Supervisor approves system access request in Section 3.
5. The Data Steward(s) sign in Section 5 to authorize the access.
6. The Enterprise System Custodian grants authorized access and provides log-in credentials to the user.

**Routing Instructions**: On completing Section 5, route form to the ASU HelpDesk. The HelpDesk will route the form to the appropriate Enterprise System Custodian for implementation.

|  |
| --- |
| **Section 1: User Information** |
| **Name:** |  | **Ram ID:** |  |
| **Department:** |  | **Job Title:** |  |
| **ASU Email:** |  | **Phone:**  |  |
| **Requestor’s Name:** | (if requestor is other than the user) | **Requestor’s Phone:** |  |
| **Reason for access request:** |  |

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| **Section 2: User Policies Acknowledgement** |
| The policies listed below govern user responsibilities regarding system access. These and other Campus Technology policies are available from the ASU Home Page🡺 Administration 🡺 Campus Technology 🡺 [Policies and Forms](http://www.asurams.edu/web/general-campus-technology/policies-procedures) page at <http://www.asurams.edu/web/general-campus-technology/policies-procedures>. Please read these policies and familiarize yourself with your responsibilities. 1. [Acceptable Use Policy](http://www.asurams.edu/c/document_library/get_file?p_l_id=733560&folderId=734593&name=DLFE-1710.pdf)
2. [Computer Accounts Policy](http://www.asurams.edu/c/document_library/get_file?p_l_id=733560&folderId=734593&name=DLFE-1713.pdf)
3. [Enterprise Systems Access Policy](http://www.asurams.edu/c/document_library/get_file?p_l_id=733560&folderId=734593&name=DLFE-1714.pdf)
4. [Password Security Policy](http://www.asurams.edu/c/document_library/get_file?p_l_id=733560&folderId=734593&name=DLFE-1715.pdf)

🞏 I have read and acknowledged the policies above and agree to abide by all applicable laws and restrictions that govern use of this enterprise system. |
| **User’s Signature:** |  | **Date:**  |  |

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| **Section 3: Supervisor Authorization** |
| **Supervisor’s Signature:** |  | **Date:** |  |
| **Supervisor’s Name:** |  | **Supervisor’s Phone:** |  |
| **Supervisor’s Title:** |  |
| **Supervisor’s Email:** |  |
| **Section 4: Access Level/Role** |
| **Account Request:** | 🞏 New Account 🞏 Modify Account 🞏 Remove Account |

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| **Section 5: Data Steward(s) Authorization** |
| **Data Steward A:** | <Title – e.g. Asst. VP of Academic Affairs> |
| **Data Steward’s Signature:**  |  | **Date:** |  |
| **Data Steward B:** | <Title – e.g. Dean of Academic Services and Registrar> |
| **Data Steward’s Signature:**  |  | **Date:** |  |

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| **Section 6: Enterprise System Custodian (for OIIT Use Only)** |
| **Account Action:** | 🞏 Account Created 🞏 Account Modified 🞏 Account Deleted/Disabled |
| **Account Settings:** | User Name:  |
|  | 🞏 Training Required 🞏 User has completed training |
|  |  |
|  |  |
| **Custodian’s Name:** |  | **Date Completed:** |  |

| **Requested Access Privileges** |
| --- |
| CashNet System Administrator | 🗌 |
| E-market Administrator | 🗌 |
| Lead Cashier | 🗌 |
| Cashier | 🗌 |
| Store Owner | 🗌 |
|  Inquiry | 🗌 |