

OIT Data Security
 1300 South 2nd St, Ste. 660 (WBOB)
 Mail Code: 7531
 Minneapolis, MN 55454
 OIT Helpline: 612-301-HELP
 FAX: 612-625-0303

**Access Request
 Form (ARF)**
 Release 04/17/2008



REQUESTER DEMOGRAPHIC INFORMATION

<i>Name (Last, First, M.I.):</i>	
<i>Department Description:</i>	<i>Cluster/Orgin ID:</i>
<i>Campus Mail Address:</i>	<i>DeptID (5 digit code):</i>
<i>Bus. Phone (w/Area Code):</i>	<i>Mail Code:</i>
<i>Requester's Student ID or EMPLID:</i>	<i>Internet ID (X.500):</i>
<i>University of Minnesota Employment Status (check only 1)</i> <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student Worker <input type="checkbox"/> Contractor <input type="checkbox"/> Temporary Staff	
<i>Previous Department (if applicable)</i>	<i>Date of transfer (if applicable)</i>

STATEMENT OF REQUESTER'S BUSINESS NEED

Access to data and systems is granted based on job needs. Please summarize the types of data or information you need and the types of work you will be doing with the data (view, enter, verify or approve etc.) Example "I will be entering payroll data for my department and I need to view student and staff records in PeopleSoft."

I will be looking up Classroom Technical Services invoices in ImageNow.

By signing this form, you certify that:

- o The systems/data being requested is to fulfill assigned job duties.
- o You understand and agree to comply with all University Policies, including [2.5.2. Internal Access to University Information](#), and [2.8.1. Acceptable Use of Information Technology Resources](#).
- o You understand that the access requested may contain private data which must be stored and accessed according to the [Securing Private Data Standard](#).

REQUESTER'S SIGNATURE:		<i>DATE:</i>
Requester's Supervisor or Dept Head Printed Name:		<i>Requester's Supervisor or Dept Head Signature:</i>
<i>Supv/Dept Head Email Address:</i>	<i>Supv/Dept Head Phone:</i>	<i>Date:</i>

Requester's Name: _____

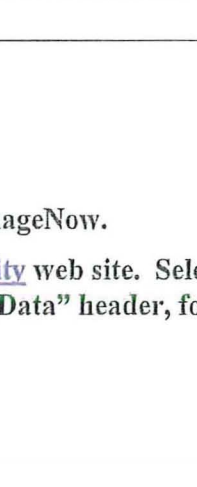
Note: Access requested on this page requires the signatures of the Requester and Supervisor on the ARF. ImageNow Department authorization will be obtained by OIT Data Security.

ImageNow or WebNow (non EFS Financial)

STEP 1:

Provide the X.500 (Internet ID) of someone within your department/area who already has the ImageNow access that you need:

ImageNow Group Name: T CTS View

For OIT Data Security Use Only – Identify the ImageNow group(s) accessible to the person identified in step 1:		IMAGE NOW DEPARTMENT MANAGER AUTHORIZATION (SIGN THE APPROPRIATE ROW BELOW)
IMAGE NOW GROUP(S)	IMAGE NOW DEPARTMENT MANAGER PRINTED NAME:	
	Zak Manuszak	<Zak sign here...> 

Note:

This attachment cannot be used to request access to EFS Financial ImageNow.

If you need access to EFS ImageNow, navigate to the [OIT Data Security](http://www.umn.edu/datasec) web site. Select the "EFS Financial ImageNow" link under the "Financial Systems & Data" header, for the appropriate attachment.

