

## eDW Security Request Form

### Section I: User Information

All users must have a TAMUCC computer account and TAMUCC email address before being granted access to any listed applications. Requests for application access must be accompanied by the transcript showing completion of the on-line Information Security Awareness course and FERPA Training. Incomplete forms will be rejected.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ UIN: \_\_\_\_\_ User ID: \_\_\_\_\_  
 Title: \_\_\_\_\_ Dept/Div: \_\_\_\_\_ Employee Type: \_\_\_\_\_ Has/will have Banner access \_\_\_\_\_

### Section II: Access Request

New access      Change existing access      Remove Access, Effective Date: \_\_\_\_\_

<i>Book</i>	<i>Standard Access</i>	<i>Student Detail Access</i>	<i>Data Owner</i>	<i>Approval: Email completed form to: DataWarehouse@tamucc.edu</i>
Accounts Receivable			Bursar	
Financial Aid			Director, Financial Aid	
Student Records			Registrar	
Admissions			Director, Admissions	
Advisors			Director, Advising	

Business Justification:

### Section III: Authorization (to be signed by employee & supervisor)

Please refer to policy [29.01.99.C1.01 Acceptable Use and Privacy](#)

As the employee's supervisor I certify the access requested is an essential component of this employee's job responsibilities and will notify Information Technology of changes in job function or employee status. I understand it is my responsibility to educate the employee on their responsibility to adhere to the University's data standards.

\_\_\_\_\_  
 Supervisor Signature                      Printed Name                      Date

As the employee I understand that I must adhere to all data security policies and data insertion standards.

\_\_\_\_\_  
 Employee Signature                      Printed Name                      Date

### Section IV: Internal Use Only

Document Complete?      Train Traq?      Scanned to Laserfiche by: \_\_\_\_\_ Date: \_\_\_\_\_  
Initials