

# WebFOCUS Data Security Assignment

**EMPLOYEE NAME:** \_\_\_\_\_ **Are you a student?** \_\_\_\_\_  
( Please PRINT First Name, MI, Last Name)

**TITLE/POSITION:** \_\_\_\_\_ **Novell ID:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_ **OFFICE PHONE:** \_\_\_\_\_ **OFFICE ADDRESS:** \_\_\_\_\_

**DIRECTIONS:** In the **first** box below, provide **all** information shown. **Sign and date** where indicated, and obtain your Supervisor's **signature and date**. **Return the completed request form to: Kathy Fisher CSS 313E**

**Division:** \_\_\_\_\_ **College:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Please check the items below that best describe the kind of information that is required for you to do your job:**

_____ <b>Departmental</b>	_____ <b>Departmental</b>	_____ <b>Room/Class</b>	_____ <b>Academic</b>	
_____ <b>Budget/Purchasing</b>	_____ <b>Hiring</b>	_____ <b>Schedules</b>	_____ <b>Records</b>	
_____ <b>Financial</b>	_____ <b>Business</b>	_____ <b>Student</b>	_____ <b>Institutional</b>	_____ <b>Human</b>
_____ <b>Aid</b>	_____ <b>Office</b>	_____ <b>Enrollment</b>	_____ <b>Research</b>	_____ <b>Resources</b>
_____ <b>Admissions</b>	_____ <b>Housing</b>	_____ <b>Accounting</b>	_____ <b>Payroll</b>	

Other Type(s) of Information and Access Required: \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

I hereby authorize the above named employee to have the WebFOCUS access requested above.

**Supervisor's Name:** \_\_\_\_\_ **Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

### SIS DATA ADMINISTRATOR USE ONLY:

Group: \_\_\_\_\_ Group: \_\_\_\_\_ Group: \_\_\_\_\_

Group: \_\_\_\_\_ Group: \_\_\_\_\_ Group: \_\_\_\_\_

Data Administrator Signature of Approval: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### Finance/HR

Group: \_\_\_\_\_ Group: \_\_\_\_\_ Group: \_\_\_\_\_

Group: \_\_\_\_\_ Group: \_\_\_\_\_ Group: \_\_\_\_\_

Data Administrator Signature of Approval: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### DATA SECURITY OFFICE USE ONLY:

Date Assigned: \_\_\_/\_\_\_/\_\_\_ Operator #: \_\_\_\_\_ Date User Notified: \_\_\_/\_\_\_/\_\_\_

Notes: \_\_\_\_\_