



This form is to be used to request an I.T.S. Administrative Computing User Id.
 If you need to get access for an Administrative System, you will need an Access Request form.

Please return completed form to:

ITS ADMINISTRATIVE HELP DESK - 2800 UCC or FAX: 335-5505.

Check one:

- New Reassign* Cancel*

* User ID _____ (Only for re-assigned or canceled)

All secure Administrative Systems **MUST** be authorized with an ACCESS REQUEST form. IDs which are to be reassigned must submit new Access Request forms for all secure systems. Public information (including some financial systems) is automatically authorized and granted to all Administrative User IDs.

I understand that the information available to me through this User ID is the property of the University of Iowa; must be treated with confidentiality; and is for University business only. Misuse of administrative information will be grounds for deletion of my account and possible disciplinary actions.

Applicant Signature: _____ Date: _____
(required)

Supervisor/Dept. Head Signature: _____
(required)

Supervisor/Dept. Head Name: _____
(please print)

Master File Key

| Fund | Org | Dept | Sub-Dept | Gr/Prog | Inst Acct | Org Acct | Dept Acct | Fn | Cost Ctr |
|------|-----|------|----------|---------|-----------|----------|-----------|----|----------|
| | | | | | | | | | |

NOTE: There are monthly usage-based fees for Administrative Systems.

USER Information:

Name: _____ University ID: _____

Campus Address: _____ Hawk ID: _____

Department: _____ Telephone: _____

MISC. Options: (Check all that apply):

- FTP/File Transfer (Host) MVS/SAS
- Logons should be restricted to the following: Print destination
If not checked, all days and times are defaulted.
- days: M T W Th F S S RMT _____
- times: from: _____ to: _____

Internal use only:

Userid: _____ Job/order: _____
 Opid: _____ Group: _____
 Initial: _____ Date: _____