IIS Access Control Request Form

Submit completed form to appropriate Data Manager below:

Michele White, Univ Registrar **Student Admin. System** MSC 3528 Fax 8-7954	**John Knight, AVP Finance** **Finance System** MSC 5705 Fax 8-2383	**Yohna Chambers, Director Human Resources** **Human Resource System** MSC 7009 Fax 8-7916	**Carl Puffenbarger, Asst. Director Facilities Mgmt** **FacilityFocus System** MSC 7002 Fax 8-6026
Action ☐ **New Access** ☐ **Change Access** ☐ **Delete Access**	**Action** ☐ **New Access** ☐ **Change Access** ☐ **Delete Access**	**Action** ☐ **New Access** ☐ **Change Access** ☐ **Delete Access**	**Action** ☐ **New Access** ☐ **Change Access** ☐ **Delete Access**

Employee Status

☐ **Faculty** ☐ **Classified** ☐ **Wage** ☐ **Student** ☐ **Non-employee**

Name _____ **Office/Organization**_____

Employee ID # _____ **Employee's Email ID**_____

Title/Position _____ **Office Phone** _____

Location/MSC _____ **Replacing Another User** _____

Please specify the duties you are required to perform via the system(s) or attach a copy of Employee Work Profile.

If requesting access to the Financial, Human Resource or FacilityFocus Systems, specify Organization Numbers for which you have responsibility

Your manager or supervisor must approve your access before your account is created and assigned. Please provide email address and direct telephone number. **Person approving should have signatory authority for the Organization Numbers requested above.**

_____ _____ _____

Supervisor/Manager Signature **JMU Phone** **Email Address**

The specific actions you will be able to perform(display/update, etc.) will be determined upon review of your job requirements and in conjunction with your supervisor's recommendation, Data Manager's approval and your role within the University. Access to University data carries with it direct responsibility for the proper use, control and release of all University data. Check with your supervisor and/or Data Manager for specific procedures related to data use. Your signature below signifies your compliance with all University data management policies and procedures and applicable State and Federal laws.

Please visit* http://www.jmu.edu/JMUpolicy/ *to review the following University policies: 1204 Information Security, 1205 Data Stewardship, 1207 Appropriate Use of Information Technology Resources, 1208 Password Management, and 2112 Family Educational Rights and Policy Act (FERPA).

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Signature of Employee **Date**