



FM AiM Access Request Form

Name: _____

Area/Shop: _____

Employee ID#: _____

Employee Email ID: _____

Title/Position: _____

Replacing another User: _____

The specific actions will be determined upon review of the job requirements and in conjunction with the supervisor's recommendation. Access to University data carries with it direct responsibility for the proper use, control and release of all University data. Your signature below signifies your compliance with University data management policies and procedures and applicable State and Federal laws.

Please visit <http://www.jmu.edu/JMUpolicy/> to review the below University policies

1204 Information Security

1205 Data Stewardship

1207 Appropriate Use of Information Technology Resources

2112 Student Privacy

Employee Signature

Date

Manager/Supervisor Signature

Date

User security record created in production

AiM Administrator

Date

Return to Facilities Management IT, USB Suite 222, MSC 7001