

# Private Data Access Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Department (Number/Name): \_\_\_\_\_

CSUID: \_\_\_\_\_ eName: \_\_\_\_\_

Database Account (If Departmental Account): \_\_\_\_\_

Access for College/Department (Number/Name): \_\_\_\_\_

Database (BANPROD, ODSPROD, ETC): \_\_\_\_\_

## Justification for Request to Private Data

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## Statement of Use and Understanding

*(I.T. Security Policies can be found at: <http://www.acns.colostate.edu/?page=policies>)*

I understand that most University data is confidential and that the access I am requesting is required to perform my job duties and responsibilities. I understand that individuals working with University records hold a position of trust and must preserve and maintain the security and confidentiality of information. I agree that I have read and understand the I.T. Security and Acceptable Use policies of the University and will abide by those policies. I understand that misuse may result in the revocation of my access. If I terminate employment with the University, and/or if I terminate employment with the department or change job duties within the department through which I am now requesting access, the access granted to me will terminate. If I require access in a new department or position, I must reapply for access.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

## Access Request (Departmental Accounts are NOT permitted to request Role access)

**Student Data:** Table, View or Role (Routing #1)

_____	_____	_____
_____	_____	_____

**Human Resources Data:** Table, View or Role (Routing #2)

_____	_____	_____
_____	_____	_____

# Private Data Access Request

**Financial Data:** Table, View or Role (Routing #3)

_____	_____	_____
_____	_____	_____

**Facilities Data:** Table, View or Role (Routing #4)

_____	_____	_____
_____	_____	_____

**General Directory:** Table, View or Role (Routing #5)

_____	_____	_____
_____	_____	_____

**CSU Foundation:** Table, View or Role (Routing #6)

_____	_____	_____
_____	_____	_____

**Admissions Data:** Table, View or Role (Routing #7)

_____	_____	_____
_____	_____	_____

**Sponsored Research Data:** Table, View or Role (Routing #8)

_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**Supervisor (Print/Type)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**VP/Dean/Director (Print/Type)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Private Data Access Request

### Authorization Routing

	Data Area	Printed Name	Authorized Signature	Date
1	Student Systems	Chris Seng		
2	Human Resource Systems	Nick Cummings		
3	Financial Systems	David Ryan		
4	Facilities Systems	David Ryan		
5	General Directory	David Ryan		
6	CSU Foundation	David Ryan		
7	Admissions Systems	Chris Seng		
8	Sponsored Research Systems	Pam Harrington		
9	Information Systems	Bob Engmark		

### IS Implementation

<b>IS Security Administrator</b>
<b>Date:</b>