

IT Business Systems Security Request Form

1. Complete all sections of the Security Request Form. When completed and signed, submit application to the Center for Business Excellence, Row Hall.
2. Application will be processed and an email will be sent by the Institution's Security Officer as confirmation of processing.
3. Attendance at training is **REQUIRED** in order to gain the requested access.

Employee Name: Last, First, MI	Date Submitted: 9/20/2017 10:45	ADP Employee ID #:
Position Title:	Home Dept:	

Employee Information

Employee Email address: _____	Employee Phone Number: _____
Employee Bldg & Office Number: _____	Employee Fax Number: _____
PeopleSoft Self Service User ID: _____	

Supervisor's Name: _____	Supervisor's Phone Number: _____
Supervisor's Signature: _____	

Security Roles Requested

- ROLE 1** - Travel & Expense Department Approver: Approves travel and expense reports for a cost center or department.
- ROLE 2** - ePro Department Approver: Approves purchasing requisitions for a cost center or department.
- ROLE 3** - ePAR User: ePAR user role requested Initiator Approver Budget Mgr Custom Group _____
- ROLE 4** - Budget Reports: User will have access to run Budget Progress Reports, Budget Transaction Review, Revenue Reports & Budget Overview
- ROLE 5** - ePro Requestor: User will have access to create requisitions in the PeopleSoft system. **(list default chartstring below)**
 Default Chartstring for ePro Requisitions: Fund _____ Dept ID _____ Program _____ Class _____
 Budget Mgr: _____ Budget Manager indicated will be given access to receive or update requester's requisitions.
- ROLE 6** - Peoplesoft Query Viewer Access: User will have access to run pre-built queries from the PeopleSoft system.
- ROLE 7** - ADP Reporting Access: User will have access to run reports from the ADP Payroll system.
List ADP Department IDs: _____
- ROLE 8** - I-Strategy Access: User will have access to run I-Strategy reports. (list departments below)
List I-Strategy Department IDs: _____
- Other Roles** - Please attach list of any other roles being requested.

Acceptance Statement

I, the undersigned, hereby state that I am a University of West Georgia employee with a corresponding valid UWG ID and that I have read and will follow all University of West Georgia Policies and Procedures governing the use of UWG and the University System of Georgia (USG) computing resources and facilities. Users of UWG computing facilities are expected to abide by State and Federal Laws that apply to the usage of computers. These laws exist to "establish certain acts involving computer fraud or abuse as crimes punishable by defined fines or imprisonment or both." As an example, the Georgia Computer Systems Protection Act was enacted to "provide for criminal liability and the definition of penalties for the crimes of computer theft, computer trespass, computer invasion of privacy, computer forgery, and computer password disclosure." The penalties range from fines up to \$50,000 and imprisonment up to 15 years. The full text of this act and others are available via the UWG Website. I understand that I will be given access to various computer systems for my official business use only and that I will not allow my access to be used by another person or persons. I recognize that access to any UWG or USG computing resources or facility is a privilege granted to me by UWG and I understand that I am solely responsible for the security of the assign user ID(s) and password(s). I will notify UWG ITS Services at 678-839-6587 in the event that this security may have been compromised. I also understand that periodic audits of my activities or any such UWG or USG resource may be made by the resource system administrator.

Employee Signature: _____	Date: _____
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Security Use Only

Center for Business Excellence Approval: Roles 1-6	Date: _____
Human Resources Approval: Role 7	Date: _____
Budget Services Approval: Role 7 & 8	Date: _____
Assistant VP Finance & Controller Approval: Other Roles	
Security Office Approval: All Roles	Date: _____