

Legato/Xtender Access Request Form

Instructions: Please fill out the form and choose the database access that you require. Read the GCSU Secure Document Imaging procedure, sign the form and have your supervisor sign the form verifying that you require the access. Then have the owner of the database sign the form (granting you permission) and deliver the form to either mail drop 50 or fax to x1202.

Employee Name			
Employee Department			
Employee Title			
Empl. Phone & Email Address			
Empl. Banner Login ID			
Supervisor/Mgr Name			
Supervisor/Mgr Title			
Database Access Requested:	<input type="checkbox"/> Admissions <input type="checkbox"/> Admissions Read Only Budget <input type="checkbox"/> Business/Finance <input type="checkbox"/> Career Center Read Only <input type="checkbox"/> Career Center <input type="checkbox"/> College of Edu <input type="checkbox"/> COE Read Only <input type="checkbox"/> Fin Aid <input type="checkbox"/> Housing <input type="checkbox"/> Housing Read Only <input type="checkbox"/> Human Resources <input type="checkbox"/> Information Tech Kinesiology <input type="checkbox"/> Physical Plant <input type="checkbox"/> Plant Read Only Registrar Univ Advancement <input type="checkbox"/> Other (specify)		
Reason Access Needed:			
<p>By signing the form below I acknowledge that I have read and agree to abide by the GCSU Secure Document Imaging procedure (http://www.gcsu.edu/technology/docs/documentimaging.pdf). I agree to only use the Legato/Xtender system for business use and shall use prudent measures to protect confidential or sensitive information to which I have access. I agree that I will notify the CIO, ISO or my supervisor should I suspect inappropriate use of the system or unauthorized access.</p>			
Employee Signature		Date	
Supervisor/Mgr Approval		Date	
Database Owner: Authorization		Date	
IT Security Authorization		Date	
IT Admin: Access Compl		Date	