

# Request for ICIS Access

Submit completed request to Laurie Hanlon, Integrated Systems Coordinator, AD Box 92.

A. User Identification

Name and Title: \_\_\_\_\_

Department \_\_\_\_\_ Ext. \_\_\_\_\_

Check all applicable:     New User             Current User             Student Employee

B. Attach a list including the type of information, specific form, report, or specific security class to which you are requesting access, along with the type of access needed for each item (i.e. maintenance versus query).

C. Provide a rationale as to your need for accessing each particular piece of information, form, or set of forms listed in section B.

D. Departmental Approval: \_\_\_\_\_  
Supervisor/Department Head Signature and Date

E. User Signature \_\_\_\_\_  
User Signature and Date

-----IS Coordinator will secure the signatures below-----

Signature and Date:

Module Administrator: \_\_\_\_\_ approve deny

Module Administrator: \_\_\_\_\_ approve deny

Team Leader: \_\_\_\_\_ approve deny

