

**CASE WESTERN RESERVE UNIVERSITY  
FINANCIAL INFORMATION SERVICES  
SECURITY REQUEST FORM**

Date: _____ FIS Office Use Only
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User Name: \_\_\_\_\_

CWRUnet ID: \_\_\_\_\_

Campus Address: \_\_\_\_\_

User Department: \_\_\_\_\_

User Management Center: \_\_\_\_\_

Intercode: \_\_\_\_\_  
(Division, school, department)

Application: \_\_\_\_\_ Non-Salary Journals

Action: \_\_\_\_\_ Add User                      \_\_\_\_\_ Delete User

Authorization Signature (see below)	Date	Extension
User: _____	_____	_____
User Supervisor: _____	_____	_____
Management Ctr. Approval: _____	_____	_____
ITS Assistant Director: _____	_____	_____
ITS Security Officer: _____	_____	_____

**User Authorization:** User has read and agrees to comply with the ITS Computing Ethics Policy. In addition, if user is requesting security for student database access, then user has read and agrees to comply with the Student Data Access Policy. The University reserves the right to monitor access and use of computing resources.

**User Supervisor:** Supervisor has read and agrees to comply with the ITS Computing Ethics Policy. In addition, if requesting security for student database access, then supervisor has read and agrees to comply with the Student Data Access Policy. Furthermore, the supervisor accepts responsibility to notify AIS within 24 hours via this form in the event of user transfer, termination or is no longer affiliated with the University.

**Management Center Approval:** Request is authorized by appropriate level in Management Center.

**ITS Assistant Director:** Request has been authorized by appropriate application owners and security request is consistent with University and AIS policies and procedures. Acknowledges review of security procedures with user, supervisor and management center officer as necessary.

**ITS Security Officer:** Security is to be established according to specifications provided.