

## Administrative Information Services Access Form

	DATE RCV'D BY AIS SECURITY	LID									
	ACCESS ACCOUNT USERID	UID									
	PSUID NUMBER	TPW									
LAST NAME:		<b>ASR MUST FILL IN</b>									
FIRST NAME:		CAMPUS:									
MIDDLE INITIAL:		COLLEGE OR ADMIN UNIT:									
OFFICE PHONE NUMBER:											
WORK ADDRESS:		DEPARTMENT:									
JOB TITLE:											
<input type="checkbox"/> COM-PLETE-A/BCOM for AIS Student System ISIS		<input type="checkbox"/> NATURAL Ad Hoc									
<input type="checkbox"/> COM-PLETE-CCOM for IBIS		<input type="checkbox"/> NATURAL Ad Hoc									
<input type="checkbox"/> COM-PLETE-DCOM for ADIS		<input type="checkbox"/> NATURAL Ad Hoc									
<input type="checkbox"/> TESTAIS – Testing and Training		<input type="checkbox"/> NATURAL Ad Hoc									
<input type="checkbox"/> ROSCOE – Ad Hoc Programming		<input type="checkbox"/> EIS –Enterprise Information System									
<input type="checkbox"/> TSO - Downloading		<input type="checkbox"/> Central Desk (list desk id): _____									
<input type="checkbox"/> OTHER – Specify: _____											
PROFILE:		(If there is an existing ISIS/IBIS profile assigned to another person in this area that can also apply to this user, please provide the Profile ID and attach a copy of the profile to this request)									
ISIS _____											
IBIS _____											
ADD	PATHS	REMOVE	ADD								
ADD	PATHS	REMOVE	ADD								
ADD	PATHS	REMOVE	ADD								
ADD	PATHS	REMOVE	ADD								
Update/Read-Only _____		<input type="checkbox"/>	Update/Read-Only _____								
Update/Read-Only _____		<input type="checkbox"/>	Update/Read-Only _____								
Update/Read-Only _____		<input type="checkbox"/>	Update/Read-Only _____								
Update/Read-Only _____		<input type="checkbox"/>	Update/Read-Only _____								
MNEMONIC		FINANCIAL ACCESS NUMBER									
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>					HUMAN RESOURCE NUMBER	
		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>									
Purpose (Specify why screen(s) are needed): _____											
<input type="checkbox"/> Delete, left University		Default Printer Number (i.e. – TCP1234P): _____									
<input type="checkbox"/> Delete, transferred to another area within the University											
<input type="checkbox"/> Suspend, temporarily on leave											
Delete/Suspend Effective Date: _____		SecurID Token Number: _____									
As the recipient of this account, I affirm that I have read, understand and will abide by University Administrative Policies AD-20, AD-23, ADG-01 and ADG-02. Also policy AD-11 if any student information is being requested. These policies are located at: <a href="http://ais.its.psu.edu/security/univpol.html">http://ais.its.psu.edu/security/univpol.html</a>											
User's Signature: _____		Date: _____									

