UNC System Office Information Technology Hosting Services **User Access Request Form**

Scope of Request Form:
The use of this form is explicitly for requesting ***operating system (OS) accounts only*** for the UNC System Office-managed Hosting Environment. Requests for database (DB) accounts will be handled via the campus access request form while adhering to campus processes and policies.

SECTION 1 ~ USER INFORMATION

PRINT User's Name: _____   **Date:** _____

PRINT Requestor's Name and Phone Number (if Requestor is not the User): _____

PRINT User's e-name: _____   **User's Phone Number:**_____

User's e-mail address: _____

Contractor (Y/N): _____   **Expiration date for Contractor account:** _____

University/Organization: _____   **Department:** _____

SECTION 2 ~ OPERATING SYSTEM ACCOUNT OPTIONS

Request Type: ___ **Add User**   ____ **Modify User**   _____ **Remove User**

_____ All Servers (UNC System Office SA only)
_____ Core Banner Servers: database, INB, SSB, batch (UNC System Office DBA only)
_____ sudo Access: justification and period of need must be included in Additional Comments section
_____ Batch Server (Campus Power User / UNC System Office Developer *)
_____ Ancillary Systems: details of request must be included in Additional Comments section (Campus Power User / UNC System Office Developer *)
_____ Active Directory Domain Account (Campus Users)

* will require joint Campus approval which will be obtained by UNC System Office Sys Admin (SA) Team

Additional Comments and Information:

_____

_____

_____

SECTION 3 ~ FORM ROUTING

For approval of the access that has been requested above, please review and sign the User Agreement Form (page 2 of this document) for this request and email the completed and signed forms to:
sahosting@northcarolina.edu

SECTION 4 ~ UNC System Office Authorization and Implementation

Approval Decision: ___ **Approved**   ___ **Denied, reason:** _____

UNC System Office Information Technology Authorizing Signature_____

_____   _____
UNC System Office SYSTEM ADMIN   DATE IMPLEMENTED

UNC System Office Information Technology Hosting Services **User Agreement Form**

For further details regarding the handling and viewing of confidential records, please see Laws and Guidelines at the State Archives of North Carolina. All information provided on this form is intended only as a guide, and is not legal advice. In addition, you should always contact the Institutional Records and Reporting Compliance Officer or The Office of General Counsel from your department or institution when dealing with questions relating to records.

Definitions:

User: The person for whom the account request is being submitted.

Requestor: The person who submits the account request to UNC System Office. The Requestor may also be the User.

Campus Contact: Any of the Campus Contacts listed in Appendix A of the campus' Banner Hosting SLA. For UNC System Office staff, this is the user's supervisor or designee. Cannot be the same person as the User or the Requestor.

University: Any member institution of the University of North Carolina System, including the UNC System Office.

UNC System Office: Any person(s) representing the University of North Carolina System Office IT division.

Confidentiality:

By signing this account request form, the User/Requestor/Campus Contact understands and acknowledges that the use of the requested account may lead to access to Confidential Information that belongs to/is owned by another user on the system (the Owner). This Information includes, but it not limited to, any that is non-public, that has been developed or obtained by the Owner through the investment of significant time, effort, operation, and expense, technologies used, and encompasses ,but is not limited to, all research, financial, personnel, student, university, operational, educational, and general activities. The User/Requestor/Campus Contact will hold all information and Confidential Information in extreme confidence and will not disclose it to any person or entity without the prior written consent of the Owner.

Statement of Use and Understanding:

The access requested is required to perform the user's job duties and responsibilities on the hosted system(s). I/we understand that individuals working with Hosted Administrative Systems hold a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information accessed. I/we agree that usernames and passwords will not be shared; and the User is responsible for any accesses logged against their username. When using the username, password or other login credentials, I/we will follow the UNC System Office IT Acceptable Use Guidelines for Computers and Networks. I/we understand that misuse will result in the revocation of the User's access. At such point as the User is no longer employed by the University for any reason, and/or if the user terminates work with the department through which access is being requested, the system access granted to the User will terminate. If access in a new or separate department is needed, this process must be repeated.

For more details regarding the password policy, please reference the UNC System Office IT General Password Security Guidelines.

Statements of Personal Responsibility by the User or the Campus Contact on behalf of the User:

1) I/we must use the accessed information for authorized activities only.

2) I/we must handle the username and password properly, per the UNC System Office IT General Password Security Guidelines.

3) The User must log out of the system when not in use, in order that casual users will not have access to the system.

4) The User will ask his/her immediate supervisor if unsure about the use and/or release of information. The User understands that using the accessed information in any non-University business manner (e.g. personal mailings, academic status of friends, etc.) is unauthorized and may be subject to disciplinary action up to and including dismissal and/or legal action.

SIGNATURE AUTHORIZATIONS

_____   _____   _____
User Signature   **DATE**   **User Printed Name**

_____   _____   _____
Campus Contact Signature   **DATE**   **Campus Contact Printed Name**