

Level 1=MEM Screens (default A0)
Level 2=DepCare Screens (default B1)

Level 3=MEM Inquiry/Refunds Screens (default C1)
Level 4=Svc. Credit Update Screens (default D0)

Level 6=INS Screens (default F1)
Level 7=ANN Screens (default G1)
Level 8= DEM (default H1)

CICS (UCRS) ACCOUNT APPLICATION FORM

NAME: _____ EMAIL: _____ PHONE: _____

ADD Document Direct (RDS) ONLY ACCOUNT

ACCOUNT ID: RBP __ __ __ (User's 3 initials)

ADD HR INQUIRY ONLY ACCOUNT

ACCOUNT ID: RBP __ __ __ (User's 3 initials)

{Level 1 (A0), Level 2 (B1), Level 3 (C1), Level 4 (D0), Level 6 (F1), Level 7 (G1), Level 8 (H1)}

ADD BR INQUIRY ONLY ACCOUNT

CAMPUS: _____ User's 3 Initials: __ __ __ ACCOUNT ID: _____ (provided by ISS)

{Level 1 (S0), Level 2 (B1), Level 3 (C0), Level 4 (D0), Level 6 (F1), Level 7 (G1), Level 8 (H1)}

ADD UPDATE ACCOUNT

ACCOUNT ID: RBP __ __ __ (User's 3 initials)

REQUESTED AUTHORIZATION LEVELS:

Level 1 _____ Level 2 _____ Level 3 _____ Level 4 _____ Level 6 _____ Level 7 _____ Level 8 _____
(MEM A, K) (DepCare "B") (Refunds "C") (Svc Credit "D") (INS "F") (ANN "G") (DEM)

AUTHORIZATION CODE: _____

CHANGE EXISTING ACCOUNT

ACCOUNT ID: _____

CHANGE AUTHORIZATION LEVELS

OLD AUTHORIZATION LEVELS:

Level 1 _____ Level 2 _____ Level 3 _____ Level 4 _____ Level 6 _____ Level 7 _____ Level 8 _____
(A, K) (B) (C) (D) (F) (G) (DEM)

REQUEST NEW AUTHORIZATION LEVELS:

Level 1 _____ Level 2 _____ Level 3 _____ Level 4 _____ Level 6 _____ Level 7 _____ Level 8 _____
(A, K) (B) (C) (D) (F) (G) (DEM)

CHANGE AUTHORIZATION CODE:

OLD CODE: _____ (4 characters)

NEW CODE: _____ (4 characters)

CHANGE ACCESS FOR THIS ACCOUNT TO INQUIRY ONLY ACCESS

CANCEL EXISTING ACCOUNT

ACCOUNT ID: _____

Specify Account type:

- HR Inquiry Only**
- BR Inquiry Only**
- Update Account**

SUPERVISOR'S SIGNATURE: _____ Date: _____

UCRS ISS SIGNATURE: _____ Date: _____

IR&C USE ONLY: RCVD.: _____ RACF _____ KOMAND _____ UCSECUR _____ RDS _____

PRIVACY STATEMENT

Data in the systems to which you are requesting access are governed by a variety of state and federal laws and University policies.

Some of the data you are accessing may be defined as personal or confidential under University policy and the State of California Information Practices Act of 1977 (IPA), and may also be protected under other specific state and federal privacy laws. The IPA applies to all University records containing personal or confidential information and is intended to protect the privacy of individuals about whom records are maintained.

Access to these records, which may be maintained by individual name, or other identifier such as employee number or Social Security Number, is authorized for University employees when relevant and necessary for the performance of assigned duties and if the use of the records is consistent with the purpose for which the information was acquired. Examples of frequently used personal data elements are sex, ethnicity, date of birth, citizenship, and Social Security Number.

Your signature indicates that you understand that you are expected to maintain the privacy and confidentiality of all data to which you have access and, further, that you may not disclose data to other parties, except under the conditions described in *Business and Finance Bulletins RMP-7*, "Privacy of and Access to Information Responsibilities;" *RMP-8*, "Legal Requirements on Privacy of and Access to Information;" and *RMP-9*, "Guidelines for Access to University Personnel Records by Government Agencies." Idle accounts will be automatically cancelled after 180 days of inactivity.

SIGNATURE OF USER

DATE

Send to: UCOP Human Resources
300 Lakeside Drive, 6th Floor
Oakland, CA 94612-3557
Fax: (510) 217-9160
Email: AccessForms-L@listserv.ucop.edu