

APPLICATION FOR UCOP IT SERVICES

For assistance, contact Technology Service Desk at TechDesk@ucop.edu. Services normally will be established within two working days after the form is received.

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

NAME OF PERSON COMPLETING FORM:	DATE SUBMITTED:

EMPLOYEE INFORMATION:

Name:		Effective Date:
Department:	Code:	Phone No.:
		Fax No.:
Title:		Employee No.:
Department Mailing Address:	Building:	Room/Cubicle:

The Privacy Statement (included as page 3 of this application) must be printed and signed by every person requesting UCOP IT Services.

AUTHORIZATION FOR UCOP IT SERVICES

University account number to be recharged: M / 722316 / 69700 / 03
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Authorization for Service

Management approval is required for access to the services and systems indicated.

Name: _____ Phone: _____
(Please Print)

Signature: _____ Date: _____

Authorization for Charges

Management approval is required for charges to be incurred in the General Ledger account indicated.

ISS Authorization: _____ Phone: _____

Signature: _____ Date: _____

UCOP IT SERVICES REQUESTED:

(Check all services being requested. Please note that a supervisor's approval is required.)

1. General IT Services

E-mail / Calendar If requesting a generic e-mail account, specify the address: _____

Desktop Backup (Departmental PC Coordinator to provide this information.)

- AD User Name: _____

- Computer Node Name: _____

- Operating System: _____

- Time: _____

THESE SERVICES REQUIRE AUTHORIZATION FROM THE DEPARTMENT MANAGER.

2. **BlackBerry Server Access** (Required for BlackBerry device users)

3. **Secure Remote Access (VPN)** – for Authorized Users Only

4. Systems Access

Corporate Systems:

- Contracts & Grants.....CGX
- FacilitiesEFA
- Financial – GeneralCFS
- Financial – Consolidated ReportsCFR
- Personnel.....CPS
- Student.....CSS
- Asset Depreciation (*for UCOP only*)DPR

For IR&C use only:

User ID		
CSG	Webfocus	Sybase

Operational Systems:

DANR Personnel System (*available to DANR staff only*).....APS

Access
Code

5. Records Collection Access

Document Central (Executive Correspondence)

6. Comments/Notes: _____

For IR&C use ONLY: Billing Code: _____ Dept: _____ Initials: _____
 AADM: _____ IDM/UCOP-L: _____ Cal: _____ Note to: _____

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.

Corporate Student System

If you are seeking access to data from Corporate Student System (CSS), some or all of the data in this system may be defined as confidential under the State of California Education Code (section 67110, et seq.), the Federal regulations implementing the Family Education Rights and Privacy Act of 1974 (FERPA) and the University of California policies Applying to Disclosure of Information from Student Records. These policies preclude the inter-campus exchange of confidential data from the CSS. Access to the Corporate Student System is restricted to staff of the Office of the President. For aggregate or statistical information from this system, campus staff are requested to contact the Office of the Associate Vice President - Student Academic Services at (510) 987-9518. For questions regarding access to data, please contact Director Margaret Heisel at (510) 987-9572.

Other Systems

If you are seeking access to information in all other Corporate Systems, Operational Systems, or the Benefits Counseling System please note that some of the data in these systems may be defined as personal or confidential under University policy and the State of California Information Practices Act of 1977 (IPA). The IPA applies to all University records, except those student records specifically exempted from the law, 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 necessary to the performance of assigned duties and if the use of the records is consistent with the purpose(s) for which the information was acquired. Examples of frequently used personal data elements are: sex, ethnicity, and date of birth, citizenship, and Social Security number.

User Responsibility

Your signature on this application for access to the UCOP IT services or systems indicates that you understand that users of these services/systems are expected to maintain the privacy and confidentiality of all data to which they have access and may not disclose data to other parties except under the conditions described in Business and Finance Bulletin 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." For questions regarding the University disclosure policy, contact your OP or Campus Information Practices Coordinator, as appropriate. For further information, contact Desktop Computing Services.

Your signature in application for access to electronic mail further indicates your understanding of and agreement to abide by the conditions and use delineated in the University of California Electronic Communications Policy. The Policy can be viewed online at <http://www.ucop.edu/ucophome/policies/ec/>.

Signature of User

Date