System Access Request

Complete this form with the help of your supervisor. Read and Sign last page   before submission.

Name(print) _____ † Faculty/Staff   † Student   † Other _____

OIT ID (918xx xxxx)_____Department _____

JobTitle_____Location/Mailstop _____

CampusEmail_____CampusTelephone_____

Indicate access requested and route to appropriate office(s) for signatures. Send completed form to ITS service desk. If completing this form through DocuSign the routing will happen automatically.

FERPA Training is required before system access is granted. FERPA Completed?_____(Registrar Office initials)

Student System Access   Route To D   _____ __

Civitas - Inspire

_____

Finance System Access   Route To D   _____ __

Financial Edge(FENXT)   Business Affairs Approval   Date

    Budget Authority

    Web Purchasing

FAST Finance

Etrieve Finance

_____

Human Resources System Access Route To D   _____ __
(This access is rarely given outside of HR

Reason for needing access

    Current employee (not changing depts) needing additional access Replicate: _____

    Reason for additional access: _____

    Employee is replacing previous employee replicate their access _____

    Employee is in a newly created position within Oregon Tech.
    Emp

<div style="border: 1px solid black; padding: 10px;">

Statement of User Responsibility:

Security and Confidentiality of Computer Records, Reports and Files

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Security and confidentiality are matters of importance to all Oregon Tech employees. The purpose of this statement is to clarify your responsibilities in these areas pursuant to ORS 164.377. OIT's Banner Information System, which includes Student (SIS), Financial (FE), Human Resources (HRIS), associated data warehouses, and any extracted data containing confidential information. All users are expected to adhere to the security principles stated below.

As a person who has access to such information, you will not :
1. Share your password with anyone, or permit anyone to work in any program with your login.
2. Permit the unauthorized use of any information in data files maintained, stored, or processed in Banner or any data warehouse or any data extract or any other client application used to access OIT's administrative information systems.
3. Seek personal benefit, or allow others to benefit personally, from the knowledge of any information that you or they have acquired through work assignments.
4. Knowingly include or cause inclusion of false, inaccurate or misleading entry in any record or report.
5. Knowingly expunge or cause deletion of data entry from any record, report or file.
6. Remove or copy any official record, report or file from the office where it is maintained, except in the performance of your