



REQUEST FOR ENTERPRISE APPLICATION ACCESS

This form is used to grant access to Enterprise applications that do not reside on the mainframe.

Instructions:

1. Complete Section 1. *Be sure to sign in applicant signature box.*
2. Request supervisor to complete Sections 2 and 3.
3. Requests for Rostergrades must be sent to Office of the University Registrar, SSV150, mail code 0312.
4. For all other requests, fax the completed form to the University Technology Office at (480)965-4767.
5. Any questions, send an email to AFFL-Q@asu.edu.

Section 1: Applicant Information (Please print)

ASURITE ID (lowercase)		Full Name (First, Middle, Last)		
Mail Code	Campus	Department Name	Affiliate ID	
Work Phone Number ()	ASU ID	ASU Electronic Post Office Directory Address (userid@asu.edu)		Bldg / Room
Purpose for access				

Arizona State University, pursuant to the federal Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), has a comprehensive policy to safeguard the confidentiality of student personal and academic information. Complete instructions are furnished in the University bulletin, "ASU Policy on the Release of Student Information." Further information is available in the Office of the Registrar, Student Services Building, phone 965- 3124. Unauthorized release of student information in violation of the policy or the Privacy Act will necessitate the revocation of your access to ASU's administrative computer systems, and may result in disciplinary action up to and including termination.

To be allowed to use ASU's computing systems you must agree to abide by applicable Federal Law, State Law, and University Policies. Failure to abide by applicable law, or university policy, can result in the University suspending computing privileges, taking additional disciplinary action, and/or legal action. Detail for computing use policies can be found on the Web at <http://www.asu.edu/it/fyi/policies/>. Hard copies of applicable laws may be obtained in the university libraries and the Office of General Counsel.

All ASU employee information is private, except for: Directory information: name, title, work phone, department, building and room number, mail code and email address.

I have read the above policy statements governing computer access and I agree to abide by them.

Applicant Signature (<i>required</i>)	Title	Date Signed
---	-------	-------------



REQUEST FOR ENTERPRISE APPLICATION ACCESS

Section 2: Environment, Access and System Required

For each system, put an "X" in the appropriate box.

	Access:	Read Only	Read & Update	Campus and Discipline (for Rostergrades, e.g. M ENG)
System				
AFFILIATE MANAGEMENT SYSTEM				
ARU - ASU				
ARU - NAU				
ARU - UA				
SEVIS				
ROSTERGRADES				

Section 3: Supervisor Approval (Access to Rostergrades requires Department Chair, School Director, or Dean signature. No designees, please)

Supervisor Signature	ASU ID	Work Phone Number ()
Supervisor Title		ASU Electronic Post Office Directory Address (userid@asu.edu)

Section 4: University Registrar (Rostergrades only)

Registrar Signature	Date
---------------------	------

Section 5: University Technology Office

Completed By	Date Completed
--------------	----------------