Completing the “Security Access Request Form” for Timekeepers

Log onto the UCO homepage and search for Information Technology. You may also access Information Technology by selecting “Faculty and Staff” and selecting “Information Technology” from the list of options.
Select “Staff Tools and Resources”
Select “Employee Security Access Form.”
Open the Form and complete the form being as thorough as possible.

Be sure to say if you are to be an Approver or if you are to be an FYI, list all orgs that you will be responsible for and the title of these orgs.

*Send completed forms to Technology Support at Campus Box 122. Note: Requests for access to other Information Technology services should be made through the UCO Technology Support Help Desk, extension 2255 or support@uco.edu.*