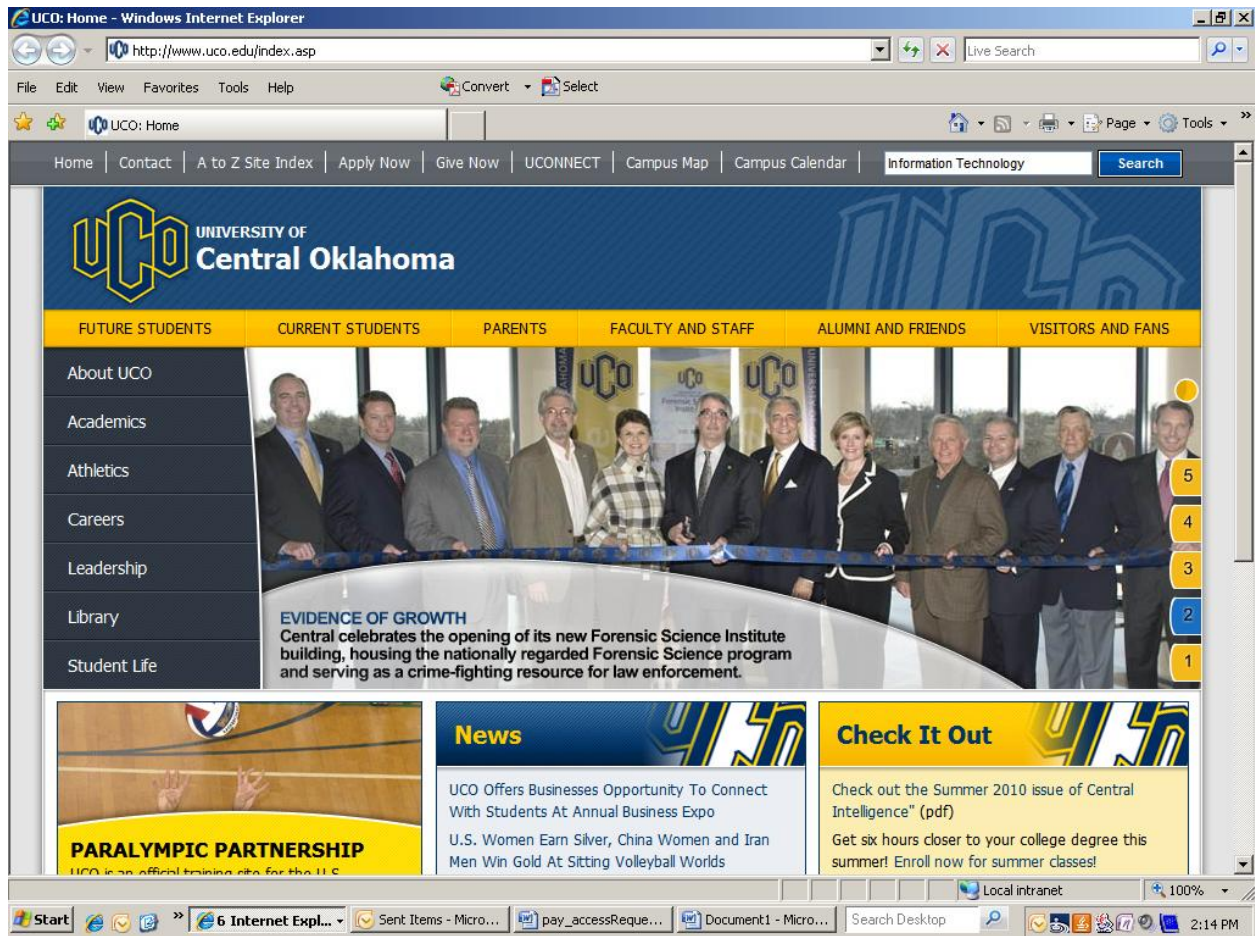




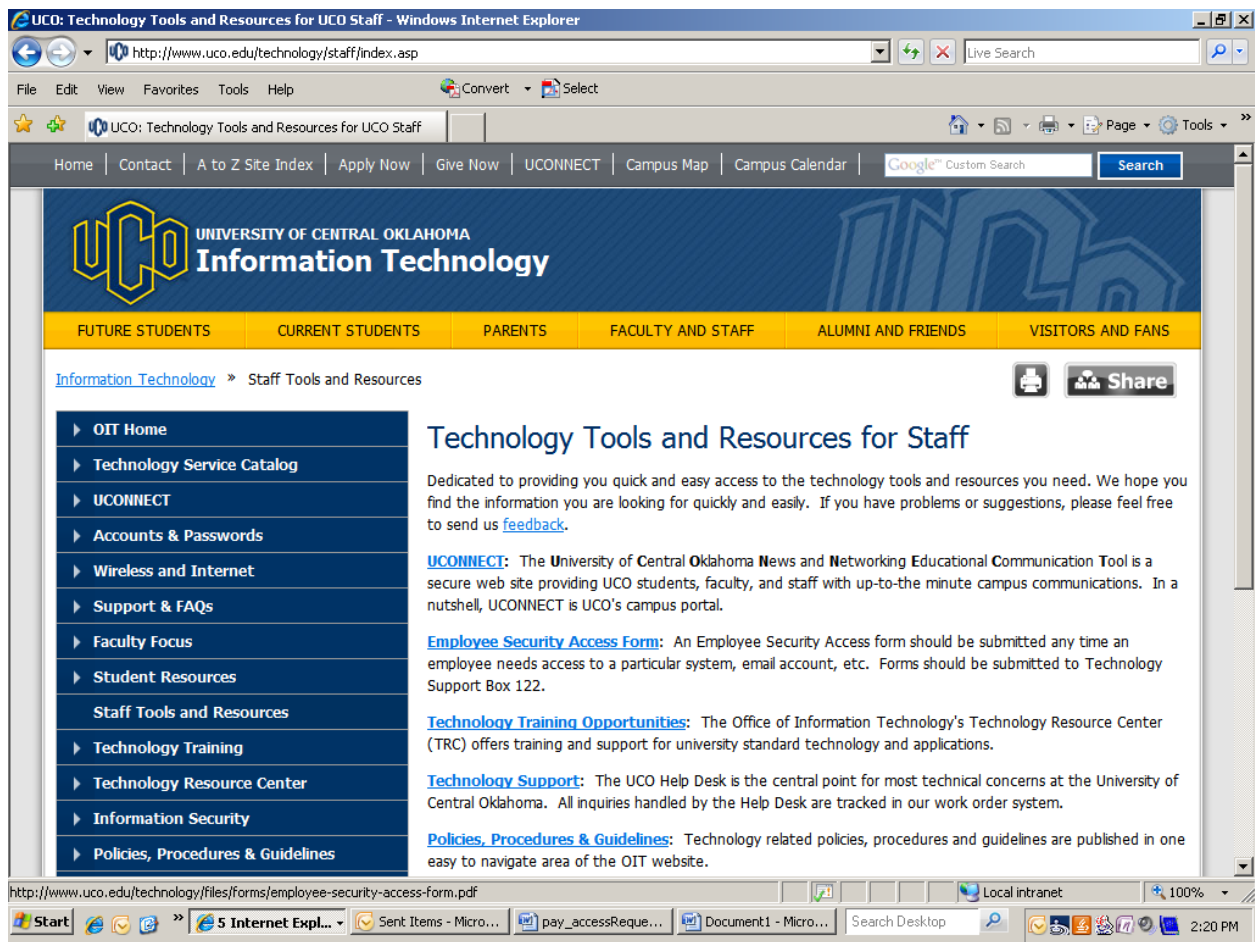
Completing the “Security Access Request Form” for Timekeepers

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.

Please fill out the following form.

**University of Central Oklahoma
EMPLOYEE SECURITY ACCESS**

Date Initiated _____ Employee Name _____ UCO ID _____

Dept. _____ Ext. # (if exists) _____

Job Title _____

Classification: Full-Time Faculty Adjunct Staff Student Other _____

Previous Employee in Position _____

Terminate this person's access: Yes No

Employee was: Terminated Transferred to Another Department

Reason for Request/Comments _____

FUNCTIONAL ACCESS FOR JOB RESPONSIBILITIES (attach additional sheet if more ORG lines are needed):

Yes	Access	Modify or Query	ORG #	Fund #	ORG Title
	Budget Maintenance*				

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.