

**Unisearch Security Authorization Form**

**A User Information**

- ① Request Type:  Add New User       Edit User Information  
 ② Name: \_\_\_\_\_  
 ③ Department: \_\_\_\_\_      ④ Phone: \_\_\_\_\_  
 ⑤ Job Title/Position: \_\_\_\_\_  
 ⑥ Campus:  Central  DTC  North  Pines Center  South  Other: \_\_\_\_\_  
 ⑦ Location (Building/Room #) \_\_\_\_\_ Current User Id \_\_\_\_\_  
 ⑧ Password (**must be 6-8 alpha-numeric characters with at least one (1) number – i.e., bcc123**): \_\_\_\_\_

\_\_\_\_\_  
 User's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

**B Unisearch Data Access**

Please select the indexes you require access to as well as the type of access you are requesting.  
 All access is subject to the approval of the Department's data owner.

<u>DEPARTMENT</u>	<u>INDEX</u>	<u>ACCESS REQUESTED</u>		<u>FOR DATA OWNER</u>	
<b>Student Financial Services</b>	FINAID	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<b>Staff Development</b>	TRAINER	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<b>Honors</b>	HONORS	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<b>Student Affairs/Records</b>	REGISTRA	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
	FERPA	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<b>Presidents Office</b>	BOARDPAC	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
	BOARDMIN	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<b>Personnel Operations (HR)</b>	TERMFIL1	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
	TERMFILE	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
	PERSONEL	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<b>Finance</b>	PAYROLL	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
	ACCTSPAY	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
	CONSERVE	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
	CREDCOLL	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<b>Staff Development Training</b>	TRAINER	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<b>Information Technology</b>	TEFPROPOSAL	<input type="checkbox"/> VIEW	<input type="checkbox"/> EDIT	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED

**If you are scanning or indexing please complete Cache Folder Security form located on next page.**

**C Data Owner Security Authorizer(s) (Helpdesk will forward request to Data Owner)**

\_\_\_\_\_  
 Data Owner Signature

\_\_\_\_\_  
 Date

**Keep a copy of this form for your records! Send the completed and signed form to: Help Desk, DTC.**

## Cache Folder Security Authorization Form

1 Request Type:  Add New User       Edit User Information

2 Name: \_\_\_\_\_

3 User Id: \_\_\_\_\_

**This is only needed if you are scanning or indexing documents.**

**D – Network Batch Cache Folders**     Approved     Denied

### **INDEX**

- ACCTSPAY
- BOARD PAC
- CREDCOLL
- CONSERVE
- FINAID
- FERPA
- HONORS
- PAYROLL
- REGISTRA
- STUD AFFAIRS
- TEFPROPOSAL
- TERMINATIONS
- OTHER\_\_\_\_\_

**EROUTER #** \_\_\_\_\_  
(If Known)

### **Information Technology Use Only**

**E – Imaging Systems Batch Cache Folders**     Approved     Denied

- ASCENTSV
- SRISC
- SCANGEAR TEST
- SFS
- VERIFY SFS
- VERIFY SR