



Workflow System Access Request Form

Complete this application to request access to the Workflow - General Services / Publication Section System. The applicant's department & General Services controller must authorize access to the modules requested.

Primary User Info. Name : <input type="text"/> Banner ID : <input type="text"/> Username (if exists) : <input type="text"/> Department : <input type="text"/> Position : <input type="text"/> Telephone : <input type="text"/> Fax : <input type="text"/> E-mail : <input type="text"/> @uae.ac.ae	Check One: <table border="1"><tr><td>New user</td><td><input type="checkbox"/></td></tr><tr><td>Cancel User</td><td><input type="checkbox"/></td></tr><tr><td>Update access</td><td><input type="checkbox"/></td></tr></table>	New user	<input type="checkbox"/>	Cancel User	<input type="checkbox"/>	Update access	<input type="checkbox"/>
New user	<input type="checkbox"/>						
Cancel User	<input type="checkbox"/>						
Update access	<input type="checkbox"/>						
Backup User Info. Name : <input type="text"/> Banner ID : <input type="text"/> Username (if exists) : <input type="text"/> Department : <input type="text"/> Position : <input type="text"/> Telephone : <input type="text"/> Fax : <input type="text"/> E-mail : <input type="text"/> @uae.ac.ae	Check One: <table border="1"><tr><td>New user</td><td><input type="checkbox"/></td></tr><tr><td>Cancel User</td><td><input type="checkbox"/></td></tr><tr><td>Update access</td><td><input type="checkbox"/></td></tr></table>	New user	<input type="checkbox"/>	Cancel User	<input type="checkbox"/>	Update access	<input type="checkbox"/>
New user	<input type="checkbox"/>						
Cancel User	<input type="checkbox"/>						
Update access	<input type="checkbox"/>						
Any Comments: ----- ----- -----							

Security and confidentiality are matters of concern to all University employees and to other persons who have access to student/employee/university records. The purpose of this document is to clarify your responsibilities when working in the system. If you are given access to the confidential materials in workflow you are expected to adhere to the security regulations stated below. As a person who has access to such information,

- Exhibit or disclose the contents of any record or report to any person, except in the conduct of your work assignment.
- Aid, abet, or act in conspiracy with another to violate any part of this code.

Your signature indicates that you have read, understand and will comply with the above.

User's Signature _____ Date :

Dean/Director Approval:

Dean / Director Signature _____ Date :

Final Approval:

Head of Publication Section Signature _____ Date :

Completed form must submitted to the UITS Help Desk.

The following section is for UITS Staff only.

Date Received : Date Processed :

Workflow User ID :

Created by : Created Date :