

## Applications and Systems Access Request (ASAR) Form

Deliver/Mail to IT Service Desk - Information Technology Services, BCCOL 1st Floor or Fax: (250-852-7292)

**Please complete all fields**      New employee  or Returning employee  or Employee Move  **Please check one**

**Employee's Name:** \_\_\_\_\_ **Employee /Student Number:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**Dept:** \_\_\_\_\_ **Location - Building/Room number:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Access Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Employee type:** CUPE     TRUFA     OL Faculty     Admin     PTIC     Sessional     Visiting Scholar     Adjunct Faculty     CUPE Co-op student     **Please check one**    Other  provide TRU relationship \_\_\_\_\_

**Note: GroupWise, Novell, and myTRU Accounts (webreq and time sheet entry) will be automatically provided when the employee record has been created by HR.**

Check <input checked="" type="checkbox"/> all that apply	Application/System	Access Details (Include information such as: same access as, Role, specific type of access etc. that will assist us in creating the account)	Data Owner's name	Data Owner's signature (required) Please gather signatures before submitting to IT Services
	Novell Network Access - Identify any additional network drive access other than Personal F:\ and Public P:\		N/A	N/A
	Banner – data entry usually associated with a position	<input type="checkbox"/> Student System <input type="checkbox"/> Finance System <input type="checkbox"/> HR System <input type="checkbox"/> Financial Aid System <input type="checkbox"/> Tutor Pay <input type="checkbox"/> Exam Schedule	Provide access the same as:  Or replacing a departing employee:	N/A
	FAST – data access and reports	<input type="checkbox"/> Student System <input type="checkbox"/> Finance System <input type="checkbox"/> HR System Provide access the same as:	Provide access type: <input type="checkbox"/> Chair access <input type="checkbox"/> Administrative access <input type="checkbox"/> Other  Specify Fund/Org. Codes:	N/A
	FAST - Faculty PD Funds		N/A	N/A
	TRU Website access (ACM)	Provide site URL:	(Dean, Chair, Director) <b>**Please print name**</b>	
	Blackboard - Learning Management System		N/A	N/A

Check <input checked="" type="checkbox"/> all that apply	Application/System	Access Details (Include information such as: same access as, Role, specific type of access etc. that will assist us in creating the account)	Data Owner's name	Data Owner's signature <b>(required)</b> Please gather signatures before submitting to IT Services

**Comments:** (Any information that will assist us to understand your requirements, especially if this employee is replacing another employee as that will help us with assigning the same access)

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**Note: It may take up to two weeks to fully process all accounts, provided all signatures and access details are included.**

By signing this form, you indicate that you have read the "Responsible Use of IT Facilities and Services" Policy and agree to comply with those guidelines stated within. [http://www.tru.ca/\\_shared/assets/brd16-05626.pdf](http://www.tru.ca/_shared/assets/brd16-05626.pdf)

Applicant's Name (print): \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Supervisor's Name (print): \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Date of signing: \_\_\_\_\_