**Purpose**

CSU Information Security Policy 8060.0, “Access Control,” requires all campuses to have a process for documenting appropriate approvals before access and privileges to any system containing Levels 1 and 2 Confidential Data are granted. Additions, changes and terminations of access rights are the responsibility of the department and/or the data owner of the specific decentralized system.

**User Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name |  | | Last Name |  |
| Employee ID |  | | Email Address |  |
| Department |  | | College/Division |  |
| Position *(job title is required)* | |  | | |

**Access Information**

|  |  |
| --- | --- |
| 1. Name of the decentralized system |  |
| 1. Business purpose for requesting this access. |  |
| 1. Check the appropriate box that best describes the level of required access to the decentralized system. If Other, briefly describe the duties to justify access. | *(Departments may customize as appropriate – examples listed)*  Data Owner  System Administrator  Information Technology Consultant (ITC)  System User  Vendor  Other Describe: |

**Signatures and Access Approvals**

**Applicant’s Signature**

By signing this request, applicant affirms that 1) an Acknowledgement of Confidentiality/Appropriate Use of Access was previously signed and that 2) FERPA training was completed within the past two years and a current Certificate of Completion is on file in HRM.

|  |  |
| --- | --- |
| Name | Date |

**Department Approval**

By signing this request, approver affirms that the specific job duties and tasks described above meet the requirements for granting access to the decentralized system. I further understand it is my responsibility to promptly remove this user’s access upon separation, job transfer, or job duty changes.

|  |  |
| --- | --- |
|  |  |
| Department Chair/Manager | Date |

| Access Rights |  |
| --- | --- |
| Description of Role Assignment(s) |  |
| Date Access was established |  |
| Date Access was removed |  |