

Data Access Request Form: Space@Penn

Part 1 Identification and Authorization (please print)	Check one: <input type="checkbox"/> New ID <input type="checkbox"/> Change privs. <input type="checkbox"/> Remove privs.
Full Name (include middle initial): _____	
Phone Number: _____ - _____ Organization Name: _____	
Address: _____	
Email Address: _____@_____	
PennNet ID (network ID): _____ Penn ID (from your Penncard): _____	
I understand that this LOGON ID gives me access to administrative computing resources for my exclusive use and support of my work as an employee of or contractor to the University of Pennsylvania. I understand that this access is controlled by my password. I take responsibility for changing my password on a regular basis and for maintaining the secrecy of my password. I understand that I am responsible for anything done on administrative computing resources with my LOGON ID. I take responsibility for maintaining the confidentiality of University information.	
Requestor signature: _____ Date: ___/___/___	
The individual named above has my permission to access Space@Penn data.	
Authorizing Signature (IT Director, Facilities Services): _____ Date: ___/___/___	
Authorizing Signature (School/Center) _____ Date: ___/___/___	
Expiration Date (if applicable): ___/___/___	

Part 2 Type of Access	<input type="checkbox"/> Business Objects Full Client <input type="checkbox"/> InfoView-only <input type="checkbox"/> Other: _____
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Part 3 Requested Access	<input type="checkbox"/> Query Space@Penn data collection <input type="checkbox"/> Query SpaceHistory@Penn data collection <input type="checkbox"/> Other _____
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Part 4 To be completed by the ISC Security Administrator	
ID assigned: _____	Initial password assigned: _____
	Data Administration initials/date: _____
<input type="checkbox"/> Authorization in order. Date received: ___/___/___	
<input type="checkbox"/> Authorization incomplete. Return to sender.	
Date returned to Security Administrator: ___/___/___ Date completed: ___/___/___	

Send completed form to:

Data Administration – Warehouse Access
Suite 265C
3401 Walnut St/6228

Revised 12/16/02