SBU REPORTING SECURITY ACCESS REQUEST FORM

For an employee to gain access to Stony Brook University Reporting (SBU Reporting), the employee must have a current signed copy of the Campus Compliance Statement on file with DOIT. The department's VP coordinator shall counsel the employee as to the confidentiality issues and practices regarding information contained in SBU Reporting that the employee will have access to.

This form <u>must</u> be completed and sent to your VP Coordinator for approval. No access will be granted without it.
VP Coordinators can submit this form to Sara Lehmann via email at Sara.Lehmann@stonybrook.edu or by mailing to: Sara Lehmann, Zip 1151.

This request is for:	☐ **New**	☐ **Change**	☐ **Delete**

Employee Information

EFFECTIVE DATE
ACCESS NEEDED BY DATE/
DEACTIVATION DATE

USER EMPLID
(REQUIRED)

NETID
(REQUIRED)

USER NAME
PLEASE PRINT

LAST   FIRST   MI

DEPARTMENT NAME

USER'S PHONE

List the highest organizational level of security to be assigned

Organizational Level	*SBF Departmental Access*	*FSA Departmental Access*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If security privileges are the same as another individual, give individual's name and empl id _____

<u>BUSINESS UNIT ACCESS:</u>

CHECK BOX NEXT TO THE BUSINESS UNITS THAT employee SHOULD HAVE ACCESS TO:
(STATE AND RF ARE ASSIGNED BY DEFAULT)

☐ SBF   ☐ FSA

APPROVALS

VP COORDINATOR NAME		**SIGNATURE**		**DATE**	
	Print				

FOR SECURITY ADMINISTRATOR'S USE ONLY

DATE ACCESS BEGIN		**ACCESS GROUP**	
PROCESSED BY		**DATE**	

SBU Reporting Security Access Form