



Administrative Information Systems
Request for Access to NATURAL

Admin ID:
(to be supplied by CAP)

\*\* Use this form for access to those Natural-security based systems that don't have their own forms, i.e., ADM, BRU, FIN, PEN, POP, TMS, etc.\*\*\*

SECTION 1: Identification of User

Form with fields: Name, Phone No., BRU-ID No., Status, Expiration Date, Department Name, Department No., Username, Do you check e-mail often?

SECTION 2: General Information

Please indicate what the user needs to do using NATURAL that is the basis for this request. If more space is required please attach supporting documents.

Large empty text box for general information.

SECTION 3: NATURAL Access

In the following databases: PROD TEST QA

Form for CREATE new NATURAL ID with application selection options (update, inquire, adhoc).

CHANGE existing NATURAL ID: in the following manner:

Form for ADD APPLICATIONS with application selection options.

Form for DELETE APPLICATIONS with application selection options.

Form for DELETE existing NATURAL ID.

Note that anyone accessing Brown's administrative systems is subject to all rights and responsibilities as outlined in CIS's "Acceptable Use Policy" for computing located at <http://www.brown.edu/cis/policy/aup.html>, which includes the following guidelines: "You may use only the computers, computer accounts, and computer files for which you have authorization. You may not use another individual's account, or attempt to capture or guess other users' passwords."

**SECTION 4: Authorized Signatures**

User Signature: _____	Date: _____
Supervisor's Signature: _____	Date: _____
Appl. Authorized Signature: _____	Date: _____
Appl. Authorized Signature: _____	Date: _____

*For official use only:*

NATURAL ID: _____	Valid Until: _____
DBA: _____	Date: _____
Notes:	PAC Profile Set Up: <input type="checkbox"/> ApplDev <input type="checkbox"/> Turnover <input type="checkbox"/> _____
	<b>DATABASE:</b> <b>USERGROUP(S)</b>
	_____
	_____
	_____



## Directions for Completing the NATURAL Request Form:

### Section 1: Identification of User

The following are required fields. PLEASE complete them all.

Name	Please PRINT first name, middle initial (if one exists), and last name of user .
Phone No.	Give internal Brown phone extension or complete external phone number of the user.
BRU ID No.	Supply the user's nine digit employee number (listed on user's Brown ID.
Box No.	Provide the user's Brown box number.
Status	Check box that describes your relationship to Brown. If other, please indicate status within the University.
Expiration Date	If 'Other', you must enter last day of your assignment at Brown.
Dept. Name	Include the official name of the user's department.
Dept. No.	Use the FRP/HRS five digit departmental number.
Username	Enter your Username. Indicate whether you check email frequently. This will help us determine the best way to reach you.

### Section 2: General Information

Indicate what the user will be doing with the requested access. Please be specific enough to assist in determining which screens are appropriate for the use. Please be sure to complete this information in order that access can be approved.

### Section 3: NATURAL Access

Select which of the functions (create, change or delete) reflect the action the user needs taken. If creating an account, indicate for which application (such as BRU) or group set-up (such as ApplDev).

### Section 4: Authorized Signatures

The person requesting this account should sign and date this form, as well as their supervisor. You must also obtain the application's authorized signature. If for Dev access, this would be AppsDev. For production access, please refer to the chart of authorized signatures attached to this document. **All signatures must be original and in ink.**

Please allow three or four business days from the time the form is received in the Computing Accounts & Passwords office in CIS for the account request to be processed.

### Questions?

If you have questions about filling out this form, direct them to the CAP at x3-7277 (on campus), 401.863.7277 (off-campus) or reach us by e-mail at CAP@brown.edu.