



Administrative Information Systems
Request for Access to > REMEDY

Admin ID:
(to be supplied by CAP)

\*\*\* Use this form for access to the problem reporting & tracking system \*\*\*

SECTION 1: Identification of User

Form with fields: Name, Phone No., BRU-ID No., Box No., Status, Expiration Date, Department Name, Department No., Username.

SECTION 2: General Information

This form is used to gather information for the CAP in tracking Remedy user accounts. Please indicate below which forms (schemas) you need access to by checking all appropriate boxes.

Large empty rectangular box for general information.

SECTION 3: REMEDY Access

Set up like: \_\_\_\_\_

Table with 2 columns: Admin User, DCC, GROUP, HD, SECURITY, SYS, USER. Rows include checkboxes for various access types like AU & CR/Change Request, RQ, ACF2, DCC schema, etc.

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: Signatures**

Requestor's Name (please print):	_____
Requestor's Signature:	_____ Date: _____
Supervisor's Name (please print):	_____
Supervisor's Signature:	_____ Date: _____

### **For official use only:**

Reviewed by:	<i>[John Gormly for HD]</i>	Date:
Reviewed by:	<i>[Geoffrey Greene for AU/CR/RQ]</i>	Date:
Reviewed by:	<i>[Connie Sadler for CIRT]</i>	Date:

Username:	Valid Until:
Remedy Access Set Up by:	Date:
Admin Server (Novell) Access Set Up by:	Date:
Closed date:	
<b>Notes:</b>	