



Visitor Technology Access Request

This form is required with all Visitor PAFs. Any revisions to the access requested must be documented and re-routed for Director's Approval.

SECTION 1. Individual Information

Individual Name:		Employee ID (If assigned):	
Div/Office:		Group Org #:	

Type:

- | | |
|-------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> UD Staff/Faculty | <input type="checkbox"/> Subcontractor |
| <input type="checkbox"/> Intern (unpaid) | <input type="checkbox"/> Contractor |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Temp-to-Hire i.e. Insight Global/TEK System |
| <input type="checkbox"/> Customer | <input type="checkbox"/> Temporary Agency i.e. Manpower |
| | <input type="checkbox"/> Other i.e. Education with Industry, Auditor |

Briefly describe the role of individual:			
Does request include access to confidential or business sensitive information? <i>If yes, attach Non-Disclosure Agreement</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Requested by:			

SECTION 2. UD Access Details

Access Type			Provide description of and reason for access
UD Computing Account Porches/Gmail/WiFi	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
BioRAFT Lab Safety & Training	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Team Dynamix RITO Help Desk <i>Check 'No' if email to help@udri.udayton.edu is sufficient</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Page Up Job/Applicant Tracking	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Handshake Talent Recruitment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Runway Online Purchasing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Payment Net Pcard Transaction Database	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Banner Enterprise Resource Planning <i>If yes, attach University of Dayton Confidentiality Agreement Form.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Section 3. UDRI Access Details

Access Type			Provide description of and reason for access
UDRI Workstation Logon	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Group (W:, X: and Z:) Drive <i>If yes, provide Org Numbers</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Personal (Y:) Drive	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Projects (T:) Drive <i>If yes, describe folders</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
UDRI Email Includes Spam Filter Mgmt	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Email distribution list inclusion <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, describe lists AND Group (X) Drive must be 'Yes' above</i>	
Timecard Employee Timesheet <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe access/role</i>	
GovWin Projects Capture Management <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe access</i>	
Report Server Self-Service Reports <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe access</i>	
TISO Research Publications Access <input type="checkbox"/> Yes <input type="checkbox"/> No	
InSite UDRI Internal Website <input type="checkbox"/> Yes <input type="checkbox"/> No	
VPN <input type="checkbox"/> Yes <input type="checkbox"/> No	
GovWin IQ Government Contracting Intel <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Lookup Fund Components <input type="checkbox"/> Yes <input type="checkbox"/> No	
Capabilities/Resume Database <input type="checkbox"/> Yes <input type="checkbox"/> No	
Network Printers <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe printer name/location</i>	
Other resources/software <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe access</i>	

SECTION 4. Approval

Supervisor:		Date:	
Division/Office Head:		Date:	
Executive Director:		Date:	