Enterprise Applications Services
Access Request Form

APPLICANT INFORMATION: Complete all information requested below.

☐ **NEW ACCT**   ☐ **ADD'L ACCESS**   ☐ **DELETE ACCESS** ☐ **REVERIFIED**

Name _____ Date _____

Department _____ Phone _____

Campus Address _____ Employee Type _____

Email Address _____ NetID _____

Secure Telnet S/W: To access the mainframe you are required to run a secure telnet software product on your desktop (e.g. Mocha TN3270 Emulator Software for Mac OSX and Windows 7/8 for windows based systems). Please check with your local systems administrator to see if this software is installed on your computer. If you do not have this software, it can be downloaded from the University Software Portal https://software.rutgers.edu/ . *NOTE *
If you require upload or download file transfer capabilities, you will need QWS3270 which can be purchased directly from Jolly Giant the MochaSoft emulator does not have this functionality.

SECUR-ID Authentication Token: A SecurID Authentication Token is required to access Rutadmin. If you need to purchase a new SecurID Authentication Token, the cost is $98.00; please prepare a purchase order using the RU Marketplace (SCIQUEST), IPO – OIT Authorization SecurID, **#1920**
Requisition #: _____**OR Transfer SecurID Authentication Token #**_____

ACCESS AGREEMENT: If you have not previously accepted the "Agreement for Accessing University Information" for another administrative system, please go to
https://identityservices.rutgers.edu/agreement/. **This agreement must be read and accepted prior to an account being established or implementation of access**.

AUTHORIZED SIGNATURES: Prior to approving this request, please ensure the staff member has accepted the on-line access agreement.
All requests must be signed by the Requestor and his/her Department Dean, Director or Department Chair who is authorizing this request. **Unsigned applications cannot be processed and will be returned to the applicant for the proper signature(s).** Upon receipt of the Access request, ESS will request, on your behalf, authority to access specific application administrative data from the Data Custodian(s) responsible for the data.

Applicant Signature: _____ **Date:** _____

_____
Print name of Dean, Director, or Department Chair

_____ Date**:** _____
Signature of Dean, Director or Department Chair

Questions? Call the EAS Access Management Office at (848) 445-7544. **send completed and signed form/s to: eas_systemaccess@email.rutgers.edu**

Access to Application Systems: Please check the application(s) below in which you need access.

IMS Applications: (***Requires Secure Telnet Software***)

◆ Admissions:
  o Graduate Admissions
o CARS-College Assess. Research Sys.
o FAMS-Financial Aid Mgmt. System
	o Parking
	o Payroll (For Departmental Use Only)
	o Scheduling (Course/Sectioning)
	o SHOTS-Student Health O/L Trking *
		o SRDB Default Screens
		o Student Financial Systems*
		◆ Student Records System
		  o Transcripts and Grades
		  o Non-academic Student Info

Oracle & Web Applications

◆ Graduate Admissions Admin:
  o Full Privileges
  o Manager
  o Read Only
	◆ People Database:
	  o Dean's View
	o Statement of Accounts Admin.
	o Transcripts and Grades Admin.

Other

o TSO **(Requires Secure Telnet S/W)**	**Cash Register:** o NB o Newark o Camden

IMPORTANT NOTES:

* **Please note that you must include a statement indicating why you need access to the applications you are requesting**. This should be attached when submitting this form. Failure to do so will increase the time it takes to process your application(s). Also, please be aware that permission to access application(s) is approved by the Data Custodians, not EAS; therefore, you will be notified once our office receives the appropriate approvals.

Additional Access

This section may be used to request any special or high-level privileges not listed on this form. Additional approvals may be required. For EAS staff, it may also be used to request access to email, files, network drives, etc. specific to the EAS/EI infrastructure.

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