Request for ICIS Access

Submit completed request to Laurie Hanlon, Integrated Systems Coordinator, AD Box 95 or scan and email to hanlon@its.gonzaga.edu

A.   User Identification:

Name and Title: _____

Department _____ Ext. _____

Check all applicable: [] New User   [] Current User   [] Student Employee

B.   Initial the line below:

_____ The above individual has a network account or I have requested one be created.

C.   Attach a list including the type of information, specific form, report, or specific security class to which you are requesting access, along with the type of access needed for each item (i.e. maintenance versus query).

D.   Provide a rationale as to your need for accessing each particular piece of information, form, or set of forms listed in section B.

E.   Departmental Approval:

_____
Supervisor/Department Head **Signature** and Date

_____
Supervisor/Department Head **Print and Extension**

F.   User Signature   _____
User Signature and Date

------IS Coordinator will secure the signatures below---
Signature and Date:

Module Administrator: _____ []approve []deny

Module Administrator: _____ []approve []deny

Team Leader: _____ []approve []deny