



UC San Diego

Policy & Procedure Manual

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COMPUTING SERVICES

Section: 135-4 EXHIBIT A

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EXHIBIT A

ADMINISTRATIVE COMPUTING & TELECOMMUNICATIONS UNIVERSITY OF CALIFORNIA SAN DIEGO DATA STEWARD AUTHORIZATION FORM

DSA: Please complete this form and send it to the appropriate Data Steward responsible for approving the request. Direct inquiries regarding Data Steward authorization to ACT Database & Security Administration at 534-1002.

Data Steward Please retain the signed original and return a copy of this form with signatures to: ACT-Database & Security Administration, Mail Code 0903

User Name: _____ Ext: _____
Department: _____ MC: _____

From which system do you require information?

<input type="checkbox"/> Student Information Systems (ISIS)	<input type="checkbox"/> Payroll / Personnel System (PPS)
<input type="checkbox"/> Financial Information Systems (IFIS)	<input type="checkbox"/> Departmental Support Environment (DSE)
<input type="checkbox"/> Financial Aid (SAM)	<input type="checkbox"/> Data Warehouse

Please specify the on-line screens, DSE structure or Data Warehouse table to which access is being requested:

Explain the reason why this access is being requested and how the information will be used (attach additional pages if necessary):

Sponsoring Department Head / Designee: _____ Date _____
Sponsoring Security Administrator (DSA): _____ Date _____

This request is: (check one) ☐ approved ☐ not approved

Data Steward signature: _____ Date: _____
Special instructions to ACT from the Data Steward:

This form can be filled in and printed within Adobe Acrobat Reader
Click here for [DATA STEWARD AUTHORIZATION FORM](#)