

Department Security Administrator (DSA) Authorization Access Request System

Important! Please Read Carefully!

The individual(s) you authorize as department security administrator(s) will have very important responsibilities. Using the Access Request System, DSAs will initiate requests to grant or remove access to administrative computer applications for people in your department, college or division.

Many of these applications contain confidential or sensitive information about UF employees, students or University interests. It is critical that you delegate DSA authority only to key, knowledgeable employees in your unit.

You may choose not to delegate DSA authority. If you elect to serve as a DSA for your department, enter your name and UFID in the DSA section; ask your immediate supervisor to sign the authorization form.

Department Information	
<input style="width: 100%; height: 30px;" type="text"/>	
Department, College or Division Name (Please Print or Type Name)	
<input style="width: 150px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 150px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/> <input style="width: 30px; height: 30px;" type="text"/>
Effective Date (MM-DD-CCYY)	PeopleSoft Department Id
Department Security Administrators (DSA) Information	
<input style="width: 150px; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
UFID	Name (Please Print or Type Name)
<input style="width: 150px; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Effective Date (MM-DD-CCYY)	Email Address
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Signature (All but Delete User Access)	Other Instructions (Delete DeptID, Switch DeptID, Add to Access etc.)

APPROVED BY:

Signature

Date (MM-DD-CCYY)

Name (Please Print or Type Name)

VP
 Dean
 Director
 Chair

UFID

Email Address

Telephone #

For Security Team Use Only			
<input type="radio"/> Instruction Email Sent	<input type="radio"/> Training Completed	<input type="radio"/> Security Entered	<input type="radio"/> User Notified
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>