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

Department, College or Division Name (Please Print or Type Name)

Effective Date (MM-DD-CCYY)

PeopleSoft Department Id

Department Security Administrators (DSA) Information

UFID

Name (Please Print or Type Name)

Effective Date (MM-DD-CCYY)

Email Address

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

○ Instruction Email Sent ○ Training Completed ○ Security Entered ○ User Notified

___/___/___ _____ ___/___/___ _____ ___/___/___ _____ ___/___/___ _____

Please send the completed form to:
Identity-Services@it.ufl.edu

Identity Services Team
UFIT Information Security
P.O. Box 112099