



UNIVERSITY ACCESS AUTHORIZATION FORM - UNIVERSITY AFFILIATES AND OTHERS

IMPORTANT! You MUST include a copy of the user's Social Security Card with this form ONLY for New Faculty and New Staff!

Department Contact Information

Table with columns: NAME, PHONE, FAX, DATE, MAIL STATION, DEPT NO.

Information of Person Requesting Access

Form with fields: USER'S NAME \*, USER'S APPOINTMENT/ANTICIPATED VISIT DATES (BEGINNING, ENDING), Gender, Date of Birth, USER'S PHONE #, USER'S UTD-ID OR SSN, USER'S LOCAL ADDRESS, CITY, STATE, ZIP, USER'S PERMANENT ADDRESS, CITY, STATE, ZIP AND COUNTRY.

Classification of Access (Must check one):

Job Code : Choose an item.

- University Affiliate \*\*/Visiting Scholar \*\* Guests/Contractors (no UTD HR Paperwork required)
New Faculty \*\* (Awaiting HR Paperwork) check here if currently enrolled at UTD
New Staff (Awaiting HR Paperwork) check here if currently enrolled at UTD

Non-Registered UTD Student

A UTD student not registered for a semester under the following circumstances

- PhD student who has been officially admitted to PhD Candidacy at UTD
Masters student conducting original research for a thesis or portfolio
UTD Student with an Incomplete - eight-week time limit
Beginning McDermott or Clark Scholar (must renew for second semester, two-semester limit)

Access Required:

- Computer Account \*
Comet Card: Cost \$10.00 Cost Center

- Library Access (Must be renewed every semester)

Misc Items

This form is needed to generate a UTD-ID which is used by the Key Department and Parking. Please fill out the appropriate forms to request these items.

- Keys, Parking, Other

Access Arranged (Sign and date when completed)

Signatures and dates for Information Security Officer, Comet Card Director, Library Assistant Director.

\*Also attach completed Computer Access Request (CAR) Form and Non-Disclosure Acknowledgement (NDA) Form

\*\* Can only be given Visiting Scholar library access until officially on UTD payroll.

IMPORTANT NOTE: When this access agreement ends, it is important that a University Check-Out Form be completed and routed so that access can be removed. The User's access must be deleted.

Approvals / Concurrences

Signatures and dates for User's Signature, Admin. Dept. Head/Academic Dean.

Routing:

- 1. Requester to UTD Sponsor
2. Sponsor-approved form to Account Provisioning (fax 2625)
3. Account Provisioning process and send form to Information Security Officer (fax 6865)
4. Information Security Officer sign and forward form to Comet Card Director (fax 6144)
5. Comet Card Director process, sign and forward form to Library Assistant Director (fax 2473)
6. Library Assistant Director process and fax back to UTD Sponsor

Disclosure of your Social Security number (SSN) or UTD-ID is requested as part of your application for a computer account at the University of Texas at Dallas. Your UTD-ID is used as a unique identification number in the Human Resource and/or Student Information system which generates your user id. The SSN or UTD-ID is used by Security Administration only for tracking and identification purposes. Further disclosure of your SSN will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).