



UNIVERSITY ACCESS AUTHORIZATION FORM

FOR TEMPORARY ACCESS - 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					
NAME	PHONE	FAX	DATE	MAIL STATION	DEPT NO.

Information of Person Requesting Access					
USER'S NAME *	USER'S PURPOSE OF VISIT	USER'S APPOINTMENT/ANTICIPATED VISIT DATES			
		BEGINNING		ENDING	
F-					
M-					
L-					
USER'S PHONE #	USER'S UTD-ID OR SSN	USER'S BIRTH DATE	USER'S LOCAL ADDRESS, CITY, STATE, ZIP	USER'S PERMANENT ADDRESS, CITY, STATE, ZIP AND COUNTRY	
?	?		Gf Yyh 7 JmZGHUNZNd	Gf Yyh 7 JmZGHUNZNd	

Classification of Access (Must check one):

<input type="checkbox"/> University Affiliate **/Visiting Scholar ** Guests/Contractors (no UTD HR Paperwork required) <input type="checkbox"/> New Faculty ** (Awaiting HR Paperwork) check here if currently enrolled at UTD <input type="checkbox"/> <input type="checkbox"/> New Staff (Awaiting HR Paperwork) check here if currently enrolled at UTD <input type="checkbox"/>	Non-Registered UTD Student A UTD student not registered for a semester under the following circumstances <input type="checkbox"/> PhD student who has been officially admitted to PhD Candidacy at UTD <input type="checkbox"/> Masters student conducting original research for a thesis or portfolio <input type="checkbox"/> UTD Student with an Incomplete – eight-week time limit <input type="checkbox"/> Beginning McDermott or Clark Scholar (must renew for second semester, two-semester limit)
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Access Required: <input type="checkbox"/> Computer Account * <input type="checkbox"/> Comet Card: Cost \$18.00 Account No. - 6391 Internal Use Only (Comet Card Office) ISO Number _____ <input type="checkbox"/> 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.	Access Arranged (Sign and date when completed) Information Security Officer _____ Date _____ Comet Card Director _____ Date _____ Library Assistant Director _____ Date _____
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Keys
 Parking
 ? Other

*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

? User's Signature _____	Date _____	Admin. Dept. Head/Academic Dean _____	Date _____
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- Routing:**
1. Requester to UTD Sponsor
 2. Sponsor-approved form to Account Provisioning (fax xxxx)
 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).