My.maricopa.edu

MARICOPA ENTERPRISE APPLICATION SECURITY REQUEST

Purpose: to assign, change, or delete individual CFS, HCM, or SIS access required to perform specific job functions.

Instructions:

Supervisor:	Complete the MARICOPA ENTERPRISE APPLICATION SECURITY REQUEST form and submit as an attachment to a Help Desk Ticket (HDT*) or alternative method approved by Vice Chancellor of Information Technologies. Note: Supervisor is accountable and acknowledges that the access requested is necessary / required for stated employee to perform job functions.*
Employee:	ALL Employees must complete the Information Security and Privacy course (**learn.maricopa.edu**). SIS Access – Employees must also complete FERPA Tutorial (**learn.maricopa.edu**).
College/DO Security Administrator:	FMS and HCM Security Administrator: Must confirm Information Security and Privacy course completion. SIS Security Administrator: Must also confirm FERPA completion.

College/Business Unit:

Name/ Phone # (Supervisor requesting access): _____

Security Requested for (Employee Name): _____ **Employee Enterprise ID (MEID): _____**

HR Emplid:_____   SIS Emplid: _____

Employee Job Title: _____   Employment Start/Change Date: _____

Regular Permanent Employee ☐   Temporary Employee ☐   Student Worker ☐   POI ☐   Other ☐   Expected End Date:

Note: Access will be assigned based on job title, job role, and/or representative duties.
List Access requested *(Briefly list job duties or job role if unsure)*:

List the data that is essential to accomplish the tasks performed by the Employee*: (i.e., create job requisitions, add new employee records, view work location, correct student program/plan, view student address, etc.)*

View entire SSN and DOB required: Yes ☐_____ No ☐