EXHIBIT A

ADMINISTRATIVE COMPUTING & TELECOMMUNICATIONS
UNIVERSITY OF CALIFORNIA SAN DIEGO
DATA STEWARD AUTHORIZATION FORM

DSA: Please complete this form and send it to the appropriate Data Steward responsible for approving the request. Direct inquiries regarding Data Steward authorization to ACT Database & Security Administration at 534-1002.

Data Steward Please retain the signed original and return a copy of this form with signatures to:

ACT-Database & Security Administration, Mail Code 0903

User Name: ____________________________ Ext: __________

Department: ____________________________ MC: __________

From which system do you require information?

___ Student Information Systems (ISIS)       ___ Payroll / Personnel System (PPS)

___ Financial Information Systems (IFIS)     ___ Departmental Support Environment (DSE)

___ Financial Aid (SAM)                     ___ Data Warehouse

Please specify the on-line screens, DSE structure or Data Warehouse table to which access is being requested:

Explain the reason why this access is being requested and how the information will be used (attach additional pages if necessary):

Sponsoring Department Head / Designee: __________________________ Date __________

Sponsoring Security Administrator (DSA): __________________________ Date __________
This request is: (check one) ___ approved ___ not approved

Data Steward signature: __________________________________________ Date: __________

Special instructions to ACT from the Data Steward:

This form can be filled in and printed within Adobe Acrobat Reader

Click here for DATA STEWARD AUTHORIZATION FORM