

**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 the 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: