



UC San Diego Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

COMPUTING SERVICES

Section: 135-4 EXHIBIT A

Effective: 10/20/1998

Supersedes: Not Applicable

Review Date: TBD

Issuance Date: 10/20/1998

Issuing Office: [Administrative Computing & Telecommunications \(ACT\)](#)

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](#)