Kent State University Request for BRM Access	**Instructions:** Collect signatures and FAX authorized form to Access Management 330-672-3253. Call for assistance at 330-672-1366. Access Management is located at 246 Stewart Hall.

Section 1 – User information, to be completed by requesting department security administrator

(A) Employee Information

Employee Name_____ Campus Phone_____

Department _____Position/Title_____

FlashLine User ID _____@kent.edu   Banner ID _____

(B) Access requirements

Request type (check one): _____ Add User ____ Remove User ____ Replace Permissions ____ Additional Access

Purpose _____

(C) Unit Authorization

Unit Security Admin Name _____

Unite Security Admin Signature _____   Date _____

NOTE: A signed confidentiality agreement must accompany this request unless the user has already submitted one.

Section 2 – Security profiles, to be completed by data steward for appropriate unit

STUDENT - Gail Rebeta (Schwartz Center)

☐ **BRM_RET_USER**

☐ **BRM_RET_CMPGN_MNGR**

☐ **BRM_RET_DEV_TECH**

☐ **BRM_VIEW_ONLY**

Data Steward Signature _____ Date _____

ADMISSIONS - Brian Pekarek (Schwartz Center)

☐ **BRM_ADM_USER**

☐ **BRM_ADM_CMPGN_MNGR**

☐ **BRM_ADM_DEV_TECH**

Data Steward Signature _____ Date _____

IS– (Stewart) – Brendan Walsh

☐ **BRM_IS_DEV_TECH**

☐ **BRM_IS_ADMIN**

☐ **BRM_IS_ACCESS_MNGMT**

Data Steward Signature _____ Date _____

Section 3 – To be completed by Information Services

Completed by _____ Date _____

☐ Verify Confidentiality Agreement   ☐ Grant Approved Access   ☐ Notify dept security administer   ☐ Notify Data Steward

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