Kent State University
Request for **Handshake** Access

Instructions: 1) Complete sections A & B. 2) Obtain signature of security admin (section C) 3) Send to Career Exploration & Development (info below)

Section 1 – User Information, to be completed by requestor or requesting dept. security administrator

(A) Employee Information

Employee Name _____ Campus _____ Phone _____

Department_____ Position/Title_____

FlashLine User Name_____@kent.edu Kent State ID Number_____

(B) Access requirements

Request type (check one): __ Add User __ Archive User (Remove) __ Change Permissions __ Additional Access

Purpose _____

(C) Unit Authorization

Unit Security Admin Name _____

Unit Security Admin Signature _____ Date _____

NOTE FOR ADMIN AUTHORIZING: By signing above, you are confirming that the requestor has a signed confidentiality agreement on file or you have attached it to this form.

Section 2 – Requested Access

Send to Career Exploration and Development at career@kent.edu

- ☐ Access Control – IS use only
- ☐ Handshake Account Manager – CED use only (Account Manager)
- ☐ Center/Group Manager – Manage external feed links and appointments, plus all Career Resource Staff features
- ☐ Career Resource Staff – For career advising/programming/events/fairs and related work
- ☐ Advisor/Faculty – Student Account/View
- ☐ First Destination Survey – For those managing First Destination Survey reporting
- ☐ Student Employees – Admin access for student employees/graduate assistants
- ☐ Other – describe access requested below:

_____

_____

Handshake Data Steward Signature _____ Date _____

Section 3 – To be completed by Information Services

Completed by _____ Date _____

Instructions for Access Management: Put on file in Xtender