

**Kent State University**  
**Request for FTP Access**

**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, ☐ Additional Access, ☐ Replace Access

Access to (check all that apply): ☐ Production

Purpose for access \_\_\_\_\_

**(C) Departmental Authorization**

Dept Security Admin Name \_\_\_\_\_

Dept Security Admin Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Section 2 – FTP directories, to be completed by data owner for appropriate business unit**

Directory	Description	Approver's signature
<input type="checkbox"/> AAE	ACADEMIC ADVISING EXTRACT	Therese Tillett _____ Date _____
<input type="checkbox"/> AAES	ACADEMIC ADVISING EXTRACT SECURE	Therese Tillett _____ Date _____
<input type="checkbox"/> ACA	PROVOST'S OFFICE	Therese Tillett _____ Date _____
<input type="checkbox"/> ADM	ADMISSIONS	Nancy Dellavecchia/Mark Ledoux _____ Date _____
<input type="checkbox"/> ADS	MANAGEMENT AND INFORMATION SYSTEMS	Terri Harmon/Felix Offodile _____ Date _____
<input type="checkbox"/> ADVTRAC	ADVISORTRAC SYSTEM	John Jewell _____ Date _____
<input type="checkbox"/> ADVSNG	ACADEMIC ENGAGEMENT & DEGREE COMPLT	Charity Miller/Doug Nehez _____ Date _____
<input type="checkbox"/> ALU	ALUMNI RELATIONS	Kat Abel/Courtney Robison _____ Date _____
<input type="checkbox"/> AOS	ADMISSION OPERATION & SYSTEMS	Brian Pekarek _____ Date _____
<input type="checkbox"/> ARC	COLLEGE OF ARCH & ENVIRON DESIGN	Mark Mistur/William Willoughby _____ Date _____
<input type="checkbox"/> ART	COLLEGE OF ARTS & SCIENCES	Josh Talbott _____ Date _____
<input type="checkbox"/> ASH	ASHTABULA CAMPUS	William Schultz/Amanda Dolan _____ Date _____
<input type="checkbox"/> ATH	ATHLETICS - BLUE & GOLD CLUB	Stephanie Danesis/John Hardesty _____ Date _____
<input type="checkbox"/> AUX	AUXILIARY SERVICES	Michael O'Karma & Ian Carr _____ Date _____
<input type="checkbox"/> BKS	UNIVERSITY BOOKSTORE	Barb Boltz _____ Date _____
<input type="checkbox"/> BPADV	BANNER ERP PROD ADV	Kat Abel/Courtney Robison _____ Date _____
<input type="checkbox"/> BPFR	BANNER ERP PROD FR	Tammy Slusser _____ Date _____
<input type="checkbox"/> BPHR	BANNER ERP PROD HR	Tia Laughlin/Maria Terleckyj _____ Date _____
<input type="checkbox"/> BPSTU	BANNER ERP PROD STUDENT	Barb Boltz _____ Date _____
<input type="checkbox"/> BTADV	BANNER ERP TEST ADV	Kat Abel/Courtney Robison _____ Date _____
<input type="checkbox"/> BTFR	BANNER ERP TEST FR	Tammy Slusser _____ Date _____
<input type="checkbox"/> BTHR	BANNER ERP TEST HR	Tia Laughlin/Maria Terleckyj _____ Date _____

<input type="checkbox"/> BTSTU	BANNER ERP TEST STUDENT	Barb Boltz _____	Date _____
<input type="checkbox"/> BUR	BURSAR'S OFFICE	Kristin Olafsdottir/Leah Quinlivan _____	Date _____
<input type="checkbox"/> BUS	COLLEGE OF BUSINESS ADMINISTRATION	Anoop Uchill _____	Date _____
<input type="checkbox"/> CCI	COLLEGE OF COMM & INFORMATION	Audrey Lingenfelter _____	Date _____
<input type="checkbox"/> CCS	OFFICE OF CONT. & DISTANT EDUCATION	Paul Creed _____	Date _____
<input type="checkbox"/> CICP	CENTER FOR INTL COMPARATIVE PROGRAMS	Salma Benhaida _____	Date _____
<input type="checkbox"/> COMM	COMMENCEMENT – PROVOST	Lashonda Taylor _____	Date _____
<input type="checkbox"/> COVID19	COVID19 VACCINE REQUIREMENT	Michael O' Karma _____	Date _____
<input type="checkbox"/> CPH	COLLEGE OF PUBLIC HEALTH	Ken Slenkovich _____	Date _____
<input type="checkbox"/> CPM	COLLEGE OF PODIATRIC MEDICINE	Lynette Johnson/Chris Dorsten _____	Date _____
<input type="checkbox"/> CPMSFA	CPM – STUDENT FINANCIAL AID	Mark Evans/Steven Minnich _____	Date _____
<input type="checkbox"/> CSC	CAREER SERVICES CENTER	Kristin Williams _____	Date _____
<input type="checkbox"/> CUR	CURRICULUM SERVICES	Therese Tillett _____	Date _____
<input type="checkbox"/> DEV	DEVELOPMENT	Kat Abel/Courtney Robison _____	Date _____
<input type="checkbox"/> DI	DOCUMENT IMAGING	Barb Boltz _____	Date _____
<input type="checkbox"/> EDI	SHARED FOR REGISTRAR AND ADMISSIONS	Lynette Johnson/Chris Dorsten _____	Date _____
<input type="checkbox"/> EDU	COLLEGE OF EDUCATION	Julee Henry _____	Date _____
<input type="checkbox"/> EHS	ENVIRONMENTAL HEALTH & SAFETY	Dennis Baden _____	Date _____
<input type="checkbox"/> ELI	EAST LIVERPOOL CAMPUS	Michelle Lingenfelter/Susan Rossi _____	Date _____
<input type="checkbox"/> EMOA	ENROLLMENT MANAGEMENT OPS & ADMN	Jennifer McDonough/Krystn Hood _____	Date _____
<input type="checkbox"/> EMSA	STUDENT AFFAIRS	Kerry Angle _____	Date _____
<input type="checkbox"/> FOD	UNIVERSITY DINNING SERVICES	Michael O' Karma/Ian Carr _____	Date _____
<input type="checkbox"/> FPA	COLLEGE OF THE ARTS	Cynthia Stillings/John Crawford-Spinelli _____	Date _____
<input type="checkbox"/> FPRQ	FAILED PREREQUISITES REPORTING	Lynette Johnson/Chris Dorsten _____	Date _____
<input type="checkbox"/> GEA	GEAUGA CAMPUS	John Granny _____	Date _____
<input type="checkbox"/> GPS	GRADUATION PLANNING SYSTEM	Lynette Johnson/Chris Dorsten _____	Date _____
<input type="checkbox"/> GRD	RESEARCH & GRADUATE STUDIES	John Jewell /Lana Whitehead _____	Date _____
<input type="checkbox"/> GRM	GRADUATE SCHOOL OF MANAGEMENT	Louise Ditchey _____	Date _____
<input type="checkbox"/> HEI	HIGHER EDUCATION INFORMATION	Sandra Brown _____	Date _____
<input type="checkbox"/> HRD	HUMAN RESOURCES DEVELOPMENT	Renee Romine _____	Date _____
<input type="checkbox"/> HRS	HUMAN RESOURCES	Shelley Sherwin _____	Date _____
<input type="checkbox"/> HRT	HUMAN RESOURCES (TEST ACCOUNT)	Shelley Sherwin _____	Date _____
<input type="checkbox"/> HSC	HONORS COLLEGE	Alison J. Smith _____	Date _____
<input type="checkbox"/> HSV	HEALTH SERVICES	Julie Volcheck/David Bettinger _____	Date _____
<input type="checkbox"/> ICA	INTERCOLLEGIATE ATHLETICS	Stephanie Danesis/John Hardesty _____	Date _____
<input type="checkbox"/> KPD	KSU POLICE DEPARTMENT	Roger Miles _____	Date _____
<input type="checkbox"/> KRONOS	KRONOS	Lisa Heilman _____	Date _____
<input type="checkbox"/> Krontst	KRONOS (TEST ACCOUNT)	Lisa Heilman _____	Date _____
<input type="checkbox"/> KSUNEOMED	KSU NEOMED	Lynette Johnson/Chris Dorsten _____	Date _____
<input type="checkbox"/> LMS	LIBRARY MEDIA SERVICES	Michael Collura/George Leggiero _____	Date _____
<input type="checkbox"/> MAI	MAIL SERVICES	Tammy Slusser _____	Date _____
<input type="checkbox"/> NUR	SCHOOL OF NURSING	Curtis Good _____	Date _____

<input type="checkbox"/> OAA	AFFIRMATIVE ACTION	Jack Witt _____	Date _____
<input type="checkbox"/> OAS	ACADEMIC SERVICES (COLLEGE OF EDU)	Julie Henry _____	Date _____
<input type="checkbox"/> ONESTOP	ONESTOP FOR STUDENT SERVICES	Iris Mirelez/Jameka Peake _____	Date _____
<input type="checkbox"/> OSC	OFFICE OF STUDENT CONDUCT	Todd Kamenash _____	Date _____
<input type="checkbox"/> PER	PERSONNEL	Tia Laughlin/Maria Terleckyj _____	Date _____
<input type="checkbox"/> PKT	PARKING SERVICES	Melissa Williams/Meredith Garrett _____	Date _____
<input type="checkbox"/> POF	OFFICE OF THE PRESIDENT	Debra Berry _____	Date _____
<input type="checkbox"/> PUR	PURCHASING & PROCUREMENT	Lawrence McWilliams/Janet Schramm _____	Date _____
<input type="checkbox"/> PYR	PAYROLL	Lisa Heilman _____	Date _____
<input type="checkbox"/> RAGS	RESEARCH & GRADUATE STUDIES	John Jewell _____	Date _____
<input type="checkbox"/> REC	RECREATION & WELLNESS SERVICES	Michael Papania _____	Date _____
<input type="checkbox"/> REG	REGISTRAR'S OFFICE	Lynette Johnson/Chris Dorsten _____	Date _____
<input type="checkbox"/> RPIE	INSTITUTIONAL RESEARCH	Sandra Brown _____	Date _____
<input type="checkbox"/> SAF	STUD AFFAIRS (DEAN)	Kerry Angle _____	Date _____
<input type="checkbox"/> SAL	SALEM CAMPUS	Michelle Lingenfelter/Celeste Oprean _____	Date _____
<input type="checkbox"/> SDS	STUDENT DISABILITY SERVICES	Amy Quillin/Julie DiBiasio _____	Date _____
<input type="checkbox"/> SFA	STUDENT FINANCIAL AID	Mark Evans/Steven Minnich _____	Date _____
<input type="checkbox"/> SFA2	STUDENT FINANCIAL AID WEB DEV	Mark Evans/Steven Minnich _____	Date _____
<input type="checkbox"/> SPC	SCHOOL OF COMMUNICATION STUDIES	Kelly Schobinger _____	Date _____
<input type="checkbox"/> SRL	RESIDENCE SERVICES	Jill Church/David Taylor _____	Date _____
<input type="checkbox"/> STA	STARK CAMPUS	Diane Walker _____	Date _____
<input type="checkbox"/> STF	STAFF BENEFITS	Jack Witt _____	Date _____
<input type="checkbox"/> TEC	SCHOOL OF TECHNOLOGY	Michael Gershe _____	Date _____
<input type="checkbox"/> TRU	TRUMBULL CAMPUS	James Ritter _____	Date _____
<input type="checkbox"/> TST	UNIVERSITY INFO SYSTEMS (TEST ACCOUNT)	Barb Boltz/Sameer Jaleel _____	Date _____
<input type="checkbox"/> TUS	TUSCARAWAS CAMPUS	Shannon Bailey _____	Date _____
<input type="checkbox"/> UBO	UNIVERSITY BUDGET OFFICE	Kevin Savage/Cindy Celaschi _____	Date _____
<input type="checkbox"/> UFMD	UNIVERSITY FACILITIES MANAGEMENT DEV	Nicole Corll _____	Date _____
<input type="checkbox"/> UFMP	UNIVERSITY FACILITIES MANAGEMENT PROD	Nicole Corll _____	Date _____
<input type="checkbox"/> UIS	UNIVERSITY INFORMATION SYSTEMS	Barb Boltz _____	Date _____
<input type="checkbox"/> URM	UNIVERSITY RELATIONS AND MARKETING	Tim Davies _____	Date _____
<input type="checkbox"/> US	STUDENT ADVISING CENTER	John Jewell _____	Date _____
<input type="checkbox"/> VPA	OFFICE OF THE PROVOST	Therese Tillett _____	Date _____
<input type="checkbox"/> VPH	VP FOR HUMAN RESOURCES	Tia Laughlin/Maria Terleckyj _____	Date _____
<input type="checkbox"/> VPR	VICE PRESIDENT PROVOST	John Jewell _____	Date _____
<input type="checkbox"/> VPU	VICE PROVOST OF UNDERGRAD STUDIES	John Jewell _____	Date _____
<input type="checkbox"/> WKSUADV P	WKSU ADVANCEMENT PRODUCTION	Chuck Poulton _____	Date _____
<input type="checkbox"/> WKSUADV T	WKSU ADVANCEMENT TEST	Chuck Poulton _____	Date _____

### **Section 3 - To be completed by Information Technology**

Completed by \_\_\_\_\_

Date \_\_\_\_\_

☐ Verify confidentiality agreement, ☐ Grant approved access, ☐ Notify dept security administrator, ☐ Notify data steward

## **Kent State University**

### **Request for FTP System Access - Instructions**

#### **When to use this form**

The *Request for FTP System Access* form must be completed for any FTP system access creation or deletion, and any time a modification is required for an existing user's access rights in the FTP system.

#### **How to use this form**

Sections 1 and 2 of the form should be completed by the user's departmental security administrator and then distributed to the data owner for each requested FTP directory. After all necessary authorizations are collected, the form should be submitted via ticket to the Access Management Group for processing using the following URL:

<https://kent.teamdynamix.com/TDClient/2005/Portal/Requests/ServiceDet?ID=51151>

*When submitting a request for a user who does not currently have FTP access:* Provide all information requested in Section 1, selecting "Add User" on the "Request Type" line.

*When submitting a request to remove access for a user who already has FTP access:* Provide all information requested in Section 1, selecting "Remove User" on the "Request Type" line.

*When requesting additional rights for a user who already has FTP access:* Provide all information requested in Section 1, selecting "Additional Access" on the "Request Type" line. Only the additional security profiles need to be selected in section 2.

*When requesting a change to existing rights for a user who already has FTP access:* Provide all information requested in Section 1, selecting "Replace Access" on the "Request Type" line.

### **WHEN PROCESSED, THE USER'S EXISTING FTP ACCESS WILL BE REMOVED AND REPLACED WITH THE DIRECTORIES MARKED IN SECTION 2.**

Assistance in completing section 2 should be obtained from the data owner for the authorizing department.

#### **What to expect**

Once a completed form is submitted, the Access Management Group will review the request and assign system rights to the user as specified in Section 2. To confirm completion of the request, an e-mail notification will be sent by the Access Management Group to the user's department security administrator.