Kent State University
Request for KSU Advising 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 Name_____@kent.edu   Kent State ID Number_____

(B) Access requirements

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

Purpose _____

(C) Unit Authorization

Unit Security Admin Name _____

Unit Security Admin Signature _____ Date _____

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

Section 2 – Requested Access

Send request to University Advising – Charity Miller (cmill241@kent.edu) and Deanna Donaugh (ddonaugh@kent.edu)

☐ Access Control – IT use only.
☐ System Admin – University Advising use only.
☐ Group Manager – access to group configuration, add and remove advisors from group.
☐ Advisor – for advisors, staff, faculty who need general access to the system.

System Admin Signature _____ Date _____

Section 3 – To be completed by Department of Information Technology

Completed by _____ Date _____

1. Verify Confidentiality Agreement, 2. Grant Approved Access, 3. Notify dept security administer and 4. Notify Data Steward

Instructions: Collect signatures and submit via TeamDynamix ticket for processing:
https://kent.teamdynamix.com/TDClient/2005/Portal/Requests/ServiceDet?ID=51151