Office of Information Technology
WebFOCUS Security Request Form

Please check one: **GRANT ACCESS**   **REVOKE ACCESS**   **MODIFY ACCESS**

Requester's Name: _____
                                          Last   First

INSTRUCTIONS FOR COMPLETION OF Office of Information Technology WebFOCUS SECURITY REQUEST FORM.

1. Mark X in box indicating whether request is to GRANT, REVOKE or MODIFY access for an individual.

2. Print individual's name.

3. Print FAU e-mail address and work phone extension.   NOTE: For security and WebFOCUS functionality, e-mail address must be a valid @fau.edu.   Any other FAU domains or outside domains will be rejected.

4. Mark X in box indicating WebFOCUS Type of Access.

5. Once signature is obtained from Requester's Director/Manager and the Authorized Domain Builder, the form is to be submitted to the OIT WebFOCUS Administrator in Bldg. 22 Rm 242.

6. An e-mail confirmation message of the action taken by the OIT WebFOCUS Administrator will be sent to the individual.