

SPAMIS Access Request Form

For internal use only
Created/Deleted/Modified by:
Date:

Section I – General Information (All fields must be completed – incomplete forms may be returned)

- Add New User Add/Change Access Shown Below If adding, changing, or deleting access, give:
 Delete User Change General Information Current UNIX ID:
 Delete Access Shown Below or Profile:

Employee Name: Company Name: Phone Number:
Department: City:

Section II – Authorizations

Requesting Manager's Name: _____ Requesting Manager's Signature: _____ Date: _____ Phone: _____

Point of Contact's Name: _____ Point of Contact's Signature: _____ Date: _____ Phone: _____

JCDC Coordinator's Name: _____ JCDC Coordinator's Signature: _____ Date: _____ Phone: _____

Section III – User Responsibilities

It is the responsibility of the Requestor to comply with the policies governing the access of informational data created, acquired, or controlled by JCDC. These responsibilities include:

- Keeping User ID's and Passwords Confidential
- Choosing unique passwords
- Reporting violations or attempted violations to JCDC Technical Assistance Center
- Informing POC of Termination or Job Function Changes
- Changing passwords as needed to maintain security
- Logging off Terminals at completion of each session

I am aware and agree to comply with JCDC security procedures pertaining to the proprietary and confidential nature of information to which I may have access.

Employee's Signature: _____ Date: _____

Fax form to: (512) 393-7296 (Attention: Operations)