CAL MARITIME

Step 1: To be completed by Employee

_____

Last Name   First Name   M

_____

CMA Email Address

_____

Position/Job Title

_____

Department

_____

PeopleSoft Employee ID (**required**)

_____

CMA Work Phone

Student   Yes [   ]   No [   ]

Step 2: Specify type of security request:

My signature below certifies that the above named employee requires access to data in a computer-based information system because such data is relevant and necessary in the ordinary course of performing his/her job duties. I understand my obligation to provide training to this employee to ensure that he/she understands the state and federal laws and University policies that govern access to and use of information contained in employee, applicant, and student records including data accessible through computer-based information systems.

If known, list the name of an existing or prior PeopleSoft user who the individual requesting security should mirror. **Be as specific as possible**. Include PeopleSoft navigation if possible. Use an attachment if necessary.

Step 3: Obtain appropriate signature(s) Note: **only** the signature appropriate for the specific PeopleSoft suite requested.

[   ]   Human Resources

_____   _____

Signature of the Director of Human Resources   Date

[   ]   Student Administration

_____   _____

Signature of the Registrar   Date

[   ]   CFS (Finance)

_____   _____

Signature of the CFO or University Controller   Date

[   ]   CFS Data Warehouse

_____   _____

Signature of the CFO or University Controller   Date

Step 4: To be completed by CMA's Security Officer

Comments:

PS Security:

Name: _____ Signature _____ Date _____

IT Security:

Name: _____ Signature _____ Date _____