

# ACCESS REQUEST FORM for Non-Employees

## MPP ADMINISTRATOR (to be signed by MPP supervisor)

My signature below certifies that \_\_\_\_\_, **Net ID** \_\_\_\_\_, is under my supervision, requires access to confidential data because such data is relevant and necessary in the ordinary course of performing his/her job duties as a member of the \_\_\_\_\_ (department/program) at California State University, East Bay. 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 and financial records, including data that is accessible through the Human Resource Information System, Financial System, Student Record Systems, Degree Works, Data Warehouse and related systems.

Manager (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

**Submit this form to Information Security Office (LI 2302).**

\_\_\_\_\_ **PeopleSoft Template** \_\_\_\_\_ **Data Warehouse Access**  
**(If not sure of the template, indicate the name of the person this individual replaced, or the name of another employee who has the access that is needed for this employee.)**  
**Name of other employee who has/had access this employee needs.** \_\_\_\_\_

**Access to People Soft Human Resources or and/Detail Compensation Reports on the Data Warehouse**  
\_\_\_\_\_

**Access to PeopleSoft Financials and/or Detail Reports on the Data Warehouse**  
\_\_\_\_\_

\_\_\_\_\_ **Access to ESAF** \_\_\_\_\_ **Access to EFAF**

**Other Access (Please Explain)** \_\_\_\_\_  
.....

**Received, Reviewed and Authorized by**  
Thomas Dixon, Information Security Officer

\_\_\_\_\_ Signature

\_\_\_\_\_ Date