



Request for Access to IT Resources

- This form is required to formally request any type of departmental access to another user's OHIO accounts or systems. Any request for access must strictly be due to operational need, continuity of business, or departmental contracts and will be granted for a limited time. Access may be revoked or denied at any time by OIT or Human Resources.
- Access to IT Resources is limited to viewing of work product for bona fide business purposes. Those granted access shall refrain from viewing personal and/or confidential information belonging to the user. Moreover, under no circumstances, does this access grant permission to act on behalf of or in the name of the user.
- Should access reveal inappropriate or illegal material, the Information Security Office shall be contacted immediately at security@ohio.edu or 740-566-7233 (SAFE).

Submit completed form to your area's [HR Liaison](#), who will approve or deny the request for access.

Requestor (Who is making the request?)

Name: _____

Email: _____

Phone: _____

Request Details

What access, data, or change is being requested? _____
(Example: Access to ex-employee's email account, copy of files on a computer, set an email vacation message)

Who should be granted access (Name and OHIO ID) _____

What type of access is needed? Read only Other: _____

Why is access essential to business operations? _____

How long is access needed? _____

HR Liaison Use Only

Approved: Yes No

Access Expiration: _____

Data completed form scanned and sent to OIT Security (security@ohio.edu) _____

Comments:

Signature of Liaison: _____

Date: _____

OHIO email address: _____

Phone: _____