

Request for Access

Labor Distribution Change (LDC) application

Section One: User Identification

NetID: _____ Full Name: _____

Title: _____ Department: _____

Select Request: Grant Access ☐ Change Access ☐ Remove Access ☐

Section Two: Org Access

List the Orgs to which the user should have access to or access removed from. Select "Add" to add access or "Remove" to remove access.

	Add	Remove
Org Number: _____	☐	☐
Org Number: _____	☐	☐
Org Number: _____	☐	☐
Org Number: _____	☐	☐
Org Number: _____	☐	☐
Org Number: _____	☐	☐
Org Number: _____	☐	☐

Section Three: Types of LDC's

Select the Type(s) of transactions that can be processed

Select Type: Faculty ☐ Staff ☐ Student ☐ PostDoc ☐

Section Four: Access to Comprehensive Report

This report will display any LDC's that impact your given orgs, including positions not owned. Careful consideration should be given to granting access to this data. Grant access: NO ☐ YES ☐

Section Five: Approval

This request is approved by:

NetID: _____ Date: _____

Full Name: _____

Signature: _____

Title: _____ Department: _____

Comments: _____

NOTE: An electronic "Responsible use agreement" will be sent to the new user after receiving this request and must be electronically signed prior to access authorization being completed.