

**PRAIRIE VIEW A&M UNIVERSITY  
Administrative Procedures Manual**

*Attachment 1*

Information Technology Services Department  
Data Security Request Form

Issued: May 15, 1998

**Section 1 - General Access Request**

User Name: \_\_\_\_\_ User ID: \_\_\_\_\_

Access Request:     Add             Delete         Suspend       Change

Resource Request:  TESTCICS  CICS             SIS+

**Section 2 - Time of Access**

Days Required:     Registration only     Week Days         Every Day

Time Required:     Normal (8-5)         Extended (7-7)     24 Hours

**Section 3 - Screen Access Request**

Action Codes

- A - Add screen
- D - Delete screen
- C - Change screen

Access Type

- A - Update Access
- I - Inquiry Access
- D - Deny Access

Action Code	Access Type	Screen Number	Owner's Approval

**Section 4 - Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 5 - Approvals**

Approved                       Disapproved                       Approved                       Disapproved

\_\_\_\_\_  
User's Data Security Officer                      Date                      University Data Security Officer                      Date

Chief Information Officer Review/Approval: \_\_\_\_\_