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| **State of Wisconsin****Department of Administration****Bureau of Security****DOA- 10811 (R06/18)** | C:\Users\harplavuy\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\6CYEYTDF\DOALogo-Blue (003).png | **RETURN COMPLETEDREQUEST TO**:DOA USA |

**DOA/SASI Security Access Request**

|  |  |
| --- | --- |
| **1 TYPE OF REQUEST (CHOOSE ONLY ONE)** | **2 USER CLASSIFICATION (CHOOSE ONLY ONE)** |
| [ ]  New [ ]  Change [ ]  Transfer\* [ ]  Delete\*\* | [ ]  FTE [ ]  LTE [ ]  Contractor [ ]  Other       |
| \*If this is a transfer from another agency, please indicate the outgoing agency. Note: Not all agencies transfer accounts.      \*\*If this is an account deletion, note that user files /mailbox will be placed in the authorized requester’s home folder unless otherwise indicated in the field provided. DET will not maintain copies of the files/mailbox.  |
| **3 USER INFORMATION** |
| Name: Last: First:  MI:  | Agency/Div/Bureau:  |
| Employee ID (if new user):  | Work Address:  |
| Phone:  | City, State, Zip:  |
| Computer # (if new user):  | Effective Date: Click here to enter date |
| GSB Billing Code (required):  | Effective Time:  |
| **4 TYPE OF ACCESS** |
| **[ ]** Network (email, network drives) **[ ]** Mainframe/RACF **[ ]** Cherwell **[ ]** VPN [ ]  **FTP\*** **[ ]  ADMIN\***\*FTP access, as well as Admin accounts, require a Service Request**. (SR #** **)** |
| **5 ACCESS PERMISSIONS** | **6 ADMIN ACCOUNTS ONLY** |
| All users will be granted basic access to include agency data, shared drives and a user home directory. When requesting access beyond basic, please list below the folder(s) you would like the user to have access to*.*      | Admin Account should be created in: **[ ]** Dev **[ ]** ProdPlease tell us what the user will need, i.e., server names, IP addresses and/or group memberships. Include an example, if applicable:  |
| **7 BUILDING ACCESS – DET ONLY** |
| **ADMIN Bldg****[ ]**  Bldg Ext**[ ]**  3rd Floor**[ ]**  3rd Floor Desktop/DAIT | **FDC****[ ]**  FDC General Office (6-6)**[ ]**  FDC General Office (24/7)**[ ]**  IT Secured Areas\* |
| **PRINT (Darwin)****[ ]**  All doors (exc secure cage)**[ ]**  All doors (inc secure cage) | Other areas not listed above:      Card number, if appropriate:       |
| \*Business requirement for access to secured area. Please include information regarding work assignment.        |
| **8 ADDITIONAL INFORMATION FOR THIS ACCOUNT** |
| List here anything else you’d like us to know about this account:  |

**APPROVAL** (Typed names accepted.) **DATE:**

      Click here to enter a date.

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Manager/Supervisor/SASI Security Liaison or DISC Signature