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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 COMPLETED REQUEST TO**:  [DOA USA](mailto:DOAUserSecurityAdministration@wisconsin.gov) |

**DOA/SASI Security Access Request**

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| **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 Prod  Please 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