



User Information

1. Name:	First:	Last:	Middle:		
2. Request Date:		3. Department:			
4. Position:		5. Building/Room:			
6. Email:		7. Telephone:			
8. Pitt Username:		9. RC Code:			
10. Start Date:		11. End Date:			
12. University Affiliation:	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other (explain):	

Authorization Request

13. Supervisor Name (please print):		14. RC Financial Data Approver Name (please print):	
15. Purpose of Request:			
16. Request Type:	<input type="checkbox"/> Add New User <input type="checkbox"/> Modify Access of Existing User	<input type="checkbox"/> Delete User (Note: If employee has left the University (terminated), there is no need to delete access. This happens automatically.)	
17. If requested access is the same as that of an existing employee or is to be replace a terminated employee, please list their name. _____			

Employee Data Requested:

- Employment details (hire/termination dates, person_id, employee_nbr, home address)
- Demographics (citizenship, gender, ethnicity, disability, veteran)
- Restricted identifiers (CDS_ID and PRIMARY_NBR)
- Date of birth (restricted—explanation of business need is required)
- Social security number (highly restricted - detailed explanation of business need is required)
- Salary, leaving reason (highly restricted – detailed explanation of business need is required)
- Additional Responsibility Centers (By default you will only receive access to your RC, if additional RCs are needed for your job responsibilities, indicate which RCs below.)

Business Justification for Restricted Data:

Access to the University's Employee Mart environment requires signed approval your RC Financial Data Approver and your supervisor.

Please complete the form and submit it via email to the 24/7 Help Desk at helpdesk@pitt.edu.

Questions? See accompanying instructions, or contact the 24/7 Help Desk at 412-624-HELP (4357).

Access to University data is granted with the understanding that users will protect the data during processing, storage, and transmission in accordance with the University's data classification matrix (<https://www.technology.pitt.edu/security/data-classification-matrix>).

With my signature, I affirm that I have read and understood University Computing, Information and Data Policies 10-02-04, 10-02-05, 10-02-06, and CSSD's guidelines for downloading University data. I will abide by these policies and will use the requested data access only as required in the performance of my University duties.

Requestor's Signature	Date	CSSD Security Analyst's Signature	Date
Supervisor's Signature	Date	Chief Information Security Officer's Signature	Date
RC Financial Data Approver's Signature	Date	Salesforce Case #	Date