

**Cleveland State University**  
**REQUEST FOR ACCESS TO THE O DRIVE**

*All sections and signatures must be completed or the form will be returned.*

Name:	_____	Emplid:	_____
Title:	_____	Phone:	_____
Department:	_____		
Supervisor's Name:	_____	Phone:	_____
Data Custodian Signature:	_____	Date:	_____
Data Custodian Signature:	_____	Date:	_____

*See next page for required departmental signatures.*

IS&T only assigns access to Level I and Level II folders on the O drive.

Security to Level III folders and beyond is automatically inherited from Level II.

**Full** access grants read/write plus the ability to assign additional security to Level III folders (those within Prod, Public, Staff).

See example below.

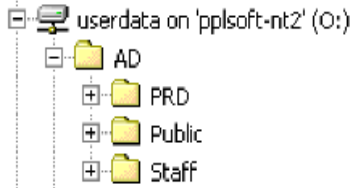
Please write in the folders to which you are requesting access and check the desired level of access:

Level I Folder	Level II Folders			
		<input type="checkbox"/> Read	<input type="checkbox"/> Read/Write	<input type="checkbox"/> Full
		<input type="checkbox"/> Read	<input type="checkbox"/> Read/Write	<input type="checkbox"/> Full
		<input type="checkbox"/> Read	<input type="checkbox"/> Read/Write	<input type="checkbox"/> Full
		<input type="checkbox"/> Read	<input type="checkbox"/> Read/Write	<input type="checkbox"/> Full
		<input type="checkbox"/> Read	<input type="checkbox"/> Read/Write	<input type="checkbox"/> Full

O\_READ (read-only access to all Public folders in all of the student-area folders)

*Example:*

Level I Folder	Level II Folders			
<i>AD</i>	<i>PRD</i>	<input type="checkbox"/> Read	<input type="checkbox"/> Read/Write	<input type="checkbox"/> Full
	<i>Public</i>	<input type="checkbox"/> Read	<input type="checkbox"/> Read/Write	<input type="checkbox"/> Full
	<i>Staff</i>	<input type="checkbox"/> Read	<input type="checkbox"/> Read/Write	<input type="checkbox"/> Full
		<input type="checkbox"/> Read	<input type="checkbox"/> Read/Write	<input type="checkbox"/> Full



Examples of Level I folders: AD, CC, HR, etc.

Examples of Level II folders: PRD, Public, Staff, etc.

Level III folders are those inside of PRD, Public, Staff, etc.

If more than one Level I folder is required, attach additional sheets.

Employee: \_\_\_\_\_ ID: \_\_\_\_\_

I acknowledge the right granted by the University to access University records. I understand that this information is protected by various state and federal laws (FERPA, HIPAA, etc.) and access is governed by the Cleveland State University's *Technology Resources General Policy & Technology Policies*. I will insure that all the applicable provisions of the laws are obeyed. Access will be limited to request a 'need-to-know' basis and under no circumstances will I release information unless I am the authorized University official responding to a public records.

As Supervisor, I understand that violations of confidentiality, security, or breaches of security access (including any inappropriate usage) of which I am or reasonably should have been aware by any listed person reporting to me will subject me to disciplinary and/or legal sanctions as set forth in University policy.

As Employee, I understand that violations of confidentiality, security, or breaches of security access codes will be subject to disciplinary and/or legal sanctions as set forth in University policy.

Disciplinary sanctions may include dismissal from my position at the University if the violation results from or in any way relates to negligence or other unsatisfactory performance of my job responsibilities including the implementation/management of the Policy of Appropriate Use of University Computing Resources and the Information Security Policy.

**I agree to comply with all institutional policies regarding the security and proper use of the information requested and I hereby acknowledge that I have received and read the *University Information and Technology Resources General Policy*.** I am aware that Human Resources will provide a supplemental policy form if I am granted access to HR data.

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

(Please note: the Supervisor is responsible for notifying PeopleSoft Security when the employee is no longer working in the listed department or when any information in the first section changes.)

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

### INSTRUCTIONS

#### Purpose

This form is to be used to request permission to view and/or update information contained on the O drive. The information collected is used to establish the appropriate security settings for the individual.

#### Steps

- Complete the top of the form with your name, id, phone, department, etc.
- Write in the Level I and Level II folders to which you are requesting access.
- Check the desired level of access - Read, Read/Write, or Full - for each Level II folder.
- Forward this form to the appropriate Data Custodian(s) for approval (see list below).

The Data Custodian will sign and forward this form to the Security Administrator in IS&T for processing.

**Campus Community:** Human Resources, Admissions, Student Records

**Admissions:** Janet Stimple, Nina Cooke, Cristina Wayton

**Financial Aid:** Rachel Schmidt, Michael Mathews, Corey Moore

**Student Records:** Janet Stimple, Nina Cooke, Kevin Neal

**Student Financials:** William Caraballo, Veronica Herschbach

**Health Services:** Eileen Guttman

**Campus411:** Tom Collins

**Human Resources:** Patricia Baszuk, Hema Weerasuriya

**Finance:** Holly Elliott, Kathleen Murphy

IS&T Use Only

Security Administrator Sign-off:

Date: