

**RIT ASSETS APPLICATION  
SECURITY REQUEST FORM**

**INDICATE ACTION REQUESTED:**

**Add User:** \_\_\_\_\_ **Change User:** \_\_\_\_\_ **Delete User:** \_\_\_\_\_

**USER INFORMATION:**

**NAME:** \_\_\_\_\_  
Last Name First Name MI

**EXT:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **BLDG:** \_\_\_\_\_ **RM:** \_\_\_\_\_

**DCE USER ID:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_ **MAC or PC:** \_\_\_\_\_

**RIT ASSETS USER RESPONSIBILITY REQUESTED (indicate one below):**

**RIT – ASSETS – Administrator GUI:** \_\_\_\_\_ **RIT – ASSETS – Main:** \_\_\_\_\_

**RIT – ASSETS – Manager GUI:** \_\_\_\_\_ **RIT – ASSETS – Supervisor:** \_\_\_\_\_

**RIT – ASSETS – Purge:** \_\_\_\_\_ **RIT – ASSETS – Inquiry & Reports:** \_\_\_\_\_

**RIT – ASSETS – User:** \_\_\_\_\_ **RIT – ASSETS – NTID:** \_\_\_\_\_

**AUTHORIZATION : I will comply with the policies of Rochester Institute of Technology's Code of Conduct for Computer and Network Use. I understand that this Code of Conduct also applies to the Oracle Financial Applications.**

**REQUESTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**For Accounting's Use Only:**

**ACCOUNTING APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**For ISC's Use Only:**

**INITIAL PASSWORD:** \_\_\_\_\_

**COMPLETED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_