

Department Network File Share - Indicate the department you need file share access to

1) List the department(s) (and/or directories) where access is needed:

IT TICKETING SYSTEM - Please check all that apply

Notice: IT Ticketing System is only applicable to IT and Facilities staff currently.

1) Department: Information Technology Facilities & Planning

2) Units: IT / Help Desk IT / Information Systems IT / Audio Visual IT / Copy Center
 FP / Facilities Services FP / Campus Security FP / Parking FP / Motor Pool

3) Permission: Administrator Staff / User Student

USER REQUIREMENTS

- Upon request of any Data System access, each user is required to review and sign the [EOU User Agreement for Confidentiality and Data Security](#) form prior to any access is granted.
- User will be required to complete online training for Data Security procedures and the Family Educational Rights and Privacy Act prior to receiving prior to any access is granted.
- Email this completed form to: helpdesk@eou.edu or return to Ackerman 209A.

USER SIGNATURE

DATE SIGNED

By signing this document, I agree to follow all data security and confidentiality as pertaining to my position at EOU.

USER NAME (PRINT)

USER DEPARTMENT

SUPERVISOR SIGNATURE

DATE SIGNED

By signing this document, I authorize the above user to have access to all EOU data systems and all permissions as requested.

SUPERVISOR NAME (PRINT)

PAYROLL DIRECTOR SIGNATURE

DATE SIGNED

By signing this document, I authorize the above user to have access to their department's payroll information as requested.

FINANCIAL AID DIRECTOR SIGNATURE

DATE SIGNED