



Visitor Technology Access Request

This form is required with all Visitor PAFs. Any revisions to requested access must be documented and re-routed for Director's Approval. Save forms as a PDF and email to helpdesk@udri.udayton.edu and paf@udri.udayton.edu.

SECTION 1. Non-Employee Information

Name (Last, First, Middle Initial):		Employee ID (If assigned):	
Job Title		Supervisor Name:	
Internal Use Only			
Personal Email:		Cell Phone:	
Emergency Contact (Name):		Emergency Contact (Phone):	

Type:

- | | |
|---|--|
| <input type="checkbox"/> UD Staff/Faculty | <input type="checkbox"/> Contractor i.e. Insight Global/TEK System |
| <input type="checkbox"/> Intern (unpaid) | <input type="checkbox"/> Subcontractor |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Temporary Agency i.e. Manpower |
| <input type="checkbox"/> Customer | <input type="checkbox"/> Other i.e. Education with Industry, Auditor |

Briefly describe the role of individual:	
Does request include access to confidential or business sensitive information? <i>If yes, attach Non-Disclosure Agreement</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed by:	

SECTION 2. Requesting Division/Office Information

Division/Office Name:			
Org Number:		Org Name:	

SECTION 3. UD Access Details

<i>Access Type</i>	<i>Provide description of and reason for access</i>
UD Computing Account Porches/Gmail/WiFi <input type="checkbox"/> Yes <input type="checkbox"/> No	
BioRAFT Lab Safety & Training <input type="checkbox"/> Yes <input type="checkbox"/> No	
RITO Help Desk <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Check 'No' if email to helpdesk@udri.udayton.edu is sufficient</i>	
Page Up Job/Applicant Tracking <input type="checkbox"/> Yes <input type="checkbox"/> No	
Handshake Talent Recruitment <input type="checkbox"/> Yes <input type="checkbox"/> No	
Runway Online Purchasing <input type="checkbox"/> Yes <input type="checkbox"/> No	
Payment Net Pcard Transaction Database <input type="checkbox"/> Yes <input type="checkbox"/> No	
Banner Enterprise Resource Planning <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, attach University of Dayton Confidentiality Agreement Form.</i>	

Section 4. UDRI Access Details

Access Type	Provide description of and reason for access
UDRI Portal Access <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a UDRI Computer Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit a helpdesk request for equipment procurement. Info for account setup needs only.</i>	
UDRI Workstation Logon <input type="checkbox"/> Yes <input type="checkbox"/> No	
Group (X:) Drive <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Org Numbers</i>	
Personal (Y:) Drive <input type="checkbox"/> Yes <input type="checkbox"/> No	
Projects (T:) Drive <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, list folders</i>	
UDRI Email Includes Spam Filter Mgmt <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email distribution list inclusion <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, describe lists AND Group (X) Drive must be 'Yes' above</i>	
Report Server Self-Service Reports <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe access</i>	
TISO Research Publications Access <input type="checkbox"/> Yes <input type="checkbox"/> No	
InSite UDRI Internal Website <input type="checkbox"/> Yes <input type="checkbox"/> No	
VPN <input type="checkbox"/> Yes <input type="checkbox"/> No	
Network Printers <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe printer name/location</i>	
Other resources/software <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, list access needs. For software installation, please submit a helpdesk request.</i>	

Section 5. Building Access Details

Access Type	Provide specific location
Building Access <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, list physical building(s).</i>	
Suite, Lab, Room, Etc. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, list specific room number(s).</i>	
+4 <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, list +4.</i>	
Time Access Needed <input type="checkbox"/> Business Hours <input type="checkbox"/> 24/7	

SECTION 6. Approval

Supervisor:		Date:	
Division/Office Head:		Date:	