Instructions for the Central Information Warehouse Access Request Form

1. Complete the Date, Department # and Department Name fields

REQUEST TYPE
2. Select the request type. If this ID will be used to run automated scripts, please select the appropriate box.

USER INFORMATION
3. Complete this section in its entirety

ACCESS INFORMATION
4. Explain what data is needed and why
5. If this ID will be used by an Internal Auditor, please select the appropriate box.
   a. If this option is selected, only the user’s signature and supervisor’s signature are required before submitting the form to Access Management

REQUIRED SIGNATURES
6. Read the Standards for Individuals with Privileged Access
7. Sign the User Signature field by clicking inside the green box*
   a. This will ask you to save a copy of the form
8. Complete the Supervisor/Sponsor Name field
9. Complete the Supervisor/Sponsor Email field
10. Click on ‘1. Submit Form to Supervisor’. This should initiate an email using the email provided in the previous step.
11. The designated Supervisor/Sponsor will receive the request and:
    a. Sign the request by clicking inside the Supervisor/Sponsor Signature field*
       i. Again, a copy of the form must be saved at this point
    b. Select what access is needed from pages 2 and 3. Under each section which access is requested; select which campus you are located at, or which campus you need access to. This will cause additional fields and buttons to be displayed.
    c. The supervisor should submit the form to only the first coordinator which access is requested. (For example if requesting FIN and HCM data for the Boulder campus, only click on the ‘Submit Form to Boulder Coordinator’ button)
12. The campus coordinator will sign the appropriate field.
13. The campus coordinator will then submit it to the next campus coordinator if necessary.
   a. This will be repeated as many times as necessary submitting it to only one person each time.
14. The last campus coordinator to sign the form will then submit the form to UIS Access Management.
15. Users will be notified once the form is received by Access Management, and will be notified again when the access has been granted.

OTHER INFORMATION
16. For access to legacy SIS or BRS data, contact Molly Doyle at molly.doyle@cu.edu

*NOTE: If you need help setting up an Adobe Digital Signature, click here for a step by step guide.