**MoveIT Access Request Form**

**Instructions:**

1. Please complete all information requested below. Incomplete forms will not be accepted.
2. A Manager or Supervisor must complete this form as an account sponsor to request access for an external account.
3. The account sponsor must submit a help desk ticket attaching this form.

|  |  |
| --- | --- |
| **USER INFORMATION** |  |
| [ ]  New Request [ ]  Recertification  | Click here to enter a date. |
|   | Date |
| Click here to enter text. |  |
| User Name (Last, first, middle initial) |  |
| Click here to enter text. |
| User Title |
| Click here to enter text. |
| User Company/Institution |
| Click here to enter text. |
| Primary phone number  |
| Click here to enter text. |
| Email Address |
| Click here to enter text. |
| Business Justification for account |
|  |
|  Click here to enter a date.  |
| Expiration date (not to exceed 60 days) |
|  |
| **SPONSOR INFORMATION:** |  |
| Click here to enter a date. |
| Date |
| Click here to enter text. |
| Sponsor Name (Last, first, middle initial) |
| Click here to enter text. |
| Sponsor Title |
| Click here to enter text. |
| Sponsor Department |
| Click here to enter text. |
| Primary phone number  |
| Click here to enter text. |
| Email Address |

**ACCOUNT ACCESS:**

*Please indicate the business need for this account.*

|  |
| --- |
| Click here to enter text. |
| Business Justification for account |

**Part 3: APPROVAL**

User’s Supervisor: By signing this form, I approve the access request change and certify that this user requires access to be added or changed (as indicated in this form) to perform his/her job duties.

Electronic Signature:  Date: Click here to enter text.

 First and Last Name

Please attach this form to the Help Desk ticket.