

Kent State University
Request for KSU Advising Access

Instructions: Collect signatures and email to amgroup_dco@kent.edu or send to Access Management Group (Stewart Hall 231). Call for assistance at 330-672-1366.

Section 1 – User information, to be completed by requesting department security administrator

(A) Employee Information

Employee Name _____ Campus Phone _____
Department _____ Position/Title _____
FlashLine User Name _____@kent.edu Kent State ID Number _____

(B) Access requirements

Request type (check one): ___ Add User ___ Remove User ___ Change Permissions ___ Additional Access

Purpose _____

(C) Unit Authorization

Unit Security Admin Name _____

Unit Security Admin Signature _____ Date _____

NOTE: A signed confidentiality agreement must accompany this request unless the user has already submitted one.

Section 2 – Requested Access

Send request to University Advising – Charity Miller

- Access Control – IT use only.
- System Admin – University Advising use only.
- Group Manager – access to group configuration, add and remove advisors from group.
- Advisor – for advisors, staff, faculty who need general access to the system.

System Admin Signature _____ Date _____

Section 3 – To be completed by Department of Information Technology

Completed by _____ Date _____

1. Verify Confidentiality Agreement, 2. Grant Approved Access, 3. Notify dept security administrator and 4. Notify Data Steward

