

Security Role Approver Authorization Access Request System

The individual you authorize as security role approver will have very important responsibilities. Using the Access Request System, approvers will review and act on requests made by Department Security Administrators (DSA) to grant or remove access to administrative computer applications for people in their department, college or division.

Many of these applications contain confidential or sensitive information about UF employees, students or University interests. It is critical that you delegate approvers who are highly knowledgeable of the business practices and policies within their designated Approver Group.

Whenever an approver transfers to another department, terminates employment with UF or ceases to function as an approver for this Approver Group, you must submit this form with the 'Delete' box checked and submit a new form for the replacement approver. Each Approver Group must have at least two members, preferably one marked as 'Primary' and the other serving as a backup.

Approver Group Information

Approver Group Description

Effective Date (MM-DD-CCYY)

Approver Group ID

Approver Information

UFID

Effective Date (MM-DD-CCYY)

Signature (Add only)

Name (Please Print or Type Name)

Email Address

Primary
 Add
 Delete

APPROVED BY:

Signature

Name (Please Print or Type Name)

UFID

Telephone #

Date (MM-DD-CCYY)

VP
 Controller
 Dean/Director

Email Address

For Security Team Use Only

Training Scheduled
 Attended Approver Training
 Security Entered
 Approver Notified

Please send the completed form to :

**Security Team
UF Bridges
P.O. Box 113359**