

University of Alaska
FsaATLAS Access Request Form
(*required fields)

***Action** (check one):

New Account Change Account Terminate Account

***Server Environment** (Separate form required for each Server Environment):

PREP Production

***Banner User ID** (if applicable):

***Default Password:**

***Last Name:**

***First Name:**

***fsaATLAS Department:**

SEVIS User Id for Students (F/M Visas), if applicable:

SEVIS User Id for Scholars (J Visas), if applicable:

***Are you an authorized signer for Form I-129? Circle One:**

Yes No

If yes, complete the following:

Title appearing on I-129:

I-129 Address Line 1:

I-129 Address Line 2:

I-129 City:

I-129 State:

I-129 Zip:

***Check the permissions needed:**

- ___ Create Form Letters
- ___ Advisor Notes Access (Advisors and designated staff only)
- ___ Can be assigned to Tasks and Appointments
- ___ IT Permissions (SW IT staff only)

***Student/Scholar Permissions:**

Write department name. Check the permissions needed.

	Upload and Download SEVIS Batches	Sign/Approve SEVIS Events	Create Forms	Read/Write	View
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

***Report Permissions:**

Write department name. Check the permissions needed.

	Edit/Delete Reports	Run/View Reports
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Statement of User Responsibility

All University employees and authorized system users are responsible for the security and confidentiality of university data, records, and reports. Individuals who have access to confidential data are responsible for maintaining the security and confidentiality of such data as a condition of their employment. The unauthorized use of, access to, confidential data is strictly prohibited and will subject the individual to disciplinary action.

I have READ and FULLY UNDERSTAND the above statement of User Responsibility and shall comply with such statement.

User Signature: _____ **Date:** _____

Contact Information:

E-mail: _____ **Phone:** _____

Supervisor's Signature: _____ **Date:** _____

Supervisor's Printed Name & Title: _____

Contact Information:

E-mail: _____ **Phone:** _____

PDSO/RO Signature: _____ **Date:** _____

(Not needed for SW IT)

PDSO/RO's Printed Name & Title: _____

Contact Information:

E-mail: _____ **Phone:** _____

Office Use Only:

Audit Signature: _____ Date: _____

SW Domain Created by: _____ Date: _____

FsaATLAS User Name Created by: _____ Date: _____