

## \*DPUSER SPECIAL STATUS REQUEST

Before non-employees who are affiliated with The University of Texas can access electronic information, the non-employee's mainframe logon ID must be given Special (S) status. Non-employees may be granted Special status until the end of their contract or for a total of 13 consecutive months, whichever comes first. The UT department requesting Special status for an affiliated non-employee must specify the nature of the relationship and ensure that access to electronic information for individuals who no longer need it is removed in a timely manner.

E-mail this completed form to The Office of Internal Audits at:  
[internal.audits@austin.utexas.edu](mailto:internal.audits@austin.utexas.edu)

Date: \_\_\_\_\_

### UT Department Contact Information

<b>Name</b>	
<b>Title</b>	
<b>E-mail address</b>	
<b>Phone number</b>	

### Access for Affiliated Non-Employee

<b>Name of non-employee and affiliated organization *</b>			
<b>Mainframe logon ID</b>		<b>New request or renewal?</b>	
<b>UT EID</b>		<b>Access to FI, ST or both?</b>	
<b>Requested applications (if *DEFINE, include desk and view)</b>			
<b>Status (V for view, U for update)</b>			
<b>Reason for access</b>			
<b>Expiration date (if less than 13 months)</b>			

\* Supporting documentation, such as a copy of the contract or a roster, may be required.

By signing this form I acknowledge that I am responsible for ensuring that electronic information access for the non-employee specified on this form is necessary for business purposes. I also acknowledge that this access will be periodically reviewed and terminated in a timely manner upon the end of the non-employee's affiliate relationship with UT. This includes reviewing a quarterly report of individuals with Special status logon IDs and changing or deleting access as appropriate.

\_\_\_\_\_  
Original Signature of Unit Head or Designee

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Printed Name of Unit Head or Designee

*Office of Internal Audit Use Only:*

Received		Reviewed		Approved	
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*Controller Use Only:*

Received		Reviewed		Approved	
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