

*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.

Fax, e-mail, or send via Campus Mail this completed form to Internal Audits:

Fax: (512) 471-8099

E-mail: internal-audits@utlists.utexas.edu; cecilia.tankersley@austin.utexas.edu

Campus mail code: F2300

Date: _____

UT Department Contact Information

Name	
Title	
E-mail address	
Phone number	

Access for Affiliated Non-Employee

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

* 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

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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