



Access will be granted for the person identified below:

Last Name	First Name	Middle Initial
Department		Phone Number
Office Address		NetID
<p>Request for Access to Facilities and Services Networked Information</p> <p>I have read and understand the policy concerning Privacy, Integrity and Security of Facilities & Services Data and Systems. I further understand that my user identification code (Login ID and password) are my legal signature. If I have reason to believe that the confidentiality of my user identification code has been broken I will contact Facilities and Services Support Desk (244-6350) so that my user identification code can be deleted and a new user identification code can be assigned to me.</p> <p>User responsibilities include preserving the confidentiality and security of data to which access is granted, ensuring that data are used for and in the conduct of University business, and reporting known or suspected security violations to the Director of Facilities and Services. These responsibilities also include the proper storage, access control and disposal of private and confidential data that are presented to the user in the form of printed reports, magnetic tape, floppy disks, files downloaded to a personal computer or any other output media.</p>		
Signature		Date

Access requested for:

- Voucher Viewing:
- Service Request:
- Car Pool Reservations:

Return this form to the Facilities & Services Support Desk:

- Scan and email back to: fandssupportdesk@illinois.edu
- Fax the form to: 217-244-4359
- Send via Campus Mail to: 1501 South Oak Street
Physical Plant MC 800, Room 20

Account for access to services available on the my.FS Portal

my.fs.illinois.edu

Facilities and Services Security Officer

Date Completed