Access Request Form: Space@Penn Web Updater

Users: If you are requesting access to the Updater:
- Please complete Parts 1 and 2 of this form and obtain the signature of your supervisor in the space provided before submitting it to the Space Super User for your school.
- Your Space Super User will sign and submit it for you
- Please complete the 'Space at Penn Curriculum' training in Knowledge Link (http://knowledgelink.upenn.edu). Completion of this training is mandatory to obtain access
- Once you have successfully completed your training, you will be notified via email
- Please direct any questions you may have to your Space Super User.

Super Users: For new user, change or remove access requests:
- Please sign and submit this completed form either by scanning and emailing it to iannotta@upenn.edu or faxing it to Victoria Iannotta at 215-898-9376
- No requestor signature is required for remove access.

Part 1 Identification and Authorization   Check one: ☐New Access ☐Change Access ☐Remove Access
(please print)

Full Name (include middle initial): _____

Phone Number: _____-_____   Organization Name: _____

Campus Address: _____

Email Address: _____@_____

PennKey (network logon ID): _____ Penn ID # (from your Penncard): _____

I understand that this LOGON ID gives me access to administrative computing resources for my exclusive use and support of my work as an employee of or contractor to the University of Pennsylvania or the Health System. I understand that this access is controlled by my password. I take responsibility for changing my password on a regular basis and for maintaining the secrecy of my password. I understand that I am responsible for anything done on administrative computing resources with my LOGON ID. I take responsibility for maintaining the confidentiality of University information. I agree to work with production data only after completion of training.

Requestor signature: _____Date: ____/____/____

Part 2 Specific Access to Web Updater

Regular User for Orgs:

 _____   _____   _____   _____   _____   _____

 _____   _____   _____   _____   _____   _____

 _____   _____   _____   _____   _____   _____

Super User for Schools:

 _____   _____   _____

Part 3 Approvals

 The individual named has my permission to access and update Space@Penn for the Orgs listed above.

_____   _____
  (Requestor Supervisor Signature)   (Date)   (Requestor Supervisor Name)

_____   _____
  (Space Super User Signature)   (Date)   (Space Super User Name)

Part 4 For Administrative Use Only

Production Access Granted Signature   _____ Date: ____/____/_____
 (Security Administrator)