

System Access Request (SAR) for UCOP Employees

First time access requests - employees must complete a 16-minute online security training prior to submission of this SAR. This can be accessed at: [OASIS Security Training](#). At the completion of the security training, the employee must print, sign and forward the Access Confirmation Form Security Agreement to their authorized department manager/supervisor.

The authorized department manager/supervisor will then complete this form and submit it along with the signed Security Agreement. Please submit both forms through [ServiceNow](#): BRC > Compliance, Accounting, Audit and Policy > System Access Request.

Applicant UID (employee number): _____

Applicant Payroll Name: _____

Applicant Email Address: _____ Phone Number: _____

Supervisor Name: _____ Phone Number: _____

Before request can be processed, department manager/supervisor must sign below that he/she has physically confirmed the identity of the employee specified using a valid photo ID (DMV driver's license or identification card, passport, etc.)

Signature of department supervisor indicating employee identification has been verified.

Department manager/supervisor name (printed): _____

After the employee has received his/her logon, an email will be sent to the department manager/supervisor who has verified the employee's identity to confirm access has been provided.

Accounting Information – Enter one FAU associated with the applicant's payroll distribution:

Loc	Account	CC	Fund	Project	Sub	Object
M						N/A

Provide the department code to which the employee will have access:

Check all applicable access types needed: Process and/or Review Transactions (OASIS) Access to Financial Ledgers (QDB)

Reason(s) for access request.