

# 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. Please click <http://training.it.ucla.edu/oasis/presentation.html> to access the 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 to the Business Resource Center Compliance, Accounting, Audit & Policy Team. Both forms must be sent as an email attachment to: [brcpolicycompliance@ucop.edu](mailto:brcpolicycompliance@ucop.edu)

## • Applicant Information

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Applicant UID(employee number): \_\_\_\_\_  
Applicant Payroll Name: \_\_\_\_\_  
Applicant Email Address: \_\_\_\_\_  
Applicant's Phone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Supervisor Phone Number: \_\_\_\_\_

Before the request can be processed, the department manager/supervisor must sign below that he/she has physically confirmed the identity of the employee specified below 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 \_\_\_\_\_

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 that access has been provided.

## • Accounting Information

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

Loc	Account	CC	Fund	Project	Sub	Object
M						N/A

## • Requested Access

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Please provide the department code to which the employee will have access and check all applicable access types needed:

Department Code     Process and/or Review Transactions (OASIS)     Access to Financial Ledgers (QDB)

Reason(s) for access request: