

# 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. 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.*