

UC Ready Admin+ Access Request Form

Instructions: Complete top half of form and send to service@riskandsafetysolutions.com with the subject line "UC Ready Admin+ Access Request Form".

Requestor Name:	Supervisor Name:
Requestor Title:	Supervisor Title:
Requestor Email:	Supervisor Email:
Requestor Department:	Supervisor Phone Number:
UC Location:	Supervisor Department:
Request Date:	Supervisor approved by email: <input type="checkbox"/>

BELOW TO BE COMPLETED BY UC READY ADMIN

Check boxes to select profile to assign:

- Continuity Admin+ (Campus)** – Campus Continuity Planner (only one per location, occasional exceptions where needed) – All EAP Plans, All ITDR Plans, All Continuity Plans
- Continuity Admin+ (Health or Medical Center)** – Med Center Continuity Planner (only one per location, occasional exceptions where needed) – All EAP Plans, All ITDR Plans, All Continuity Plans
- ITDR Admin+** – ITDR Planner (only one per location, occasional exceptions where needed) – All ITDR Plans, All Continuity Plans
- EAP Admin+** – EAP Planner (only one per location, occasional exceptions where needed) – All EAP Plans

Approved by UC Ready Admin:

Date Approved:

Approved electronically: