Enterprise Systems and Services Access Management Office

Tel: (848) 445-7544
Fax: (732) 445-5493
Version: 1.0

Enterprise Guest Request System – Designated Guest Sponsor Request

APPLICANT INFORMATION: Complete all information requested below and send it by fax.

☐ **NEW ACCESS** ☐ **DELETE ACCESS** ☐ **MODIFY ACCESS**

Name _____

Date _____

Department _____

Phone _____

Campus Address _____

NetID _____

ACCESS AGREEMENT: If you have not previously accepted the **Agreement for Accessing University Information** for another administrative system, please go to https://identityservices.rutgers.edu/agreement/. **This agreement must be read and accepted prior to implementation of access**.

AUTHORIZED SIGNATURES: Prior to approving this request, the Access Management Office will ensure the staff member has accepted the on-line access agreement.

All requests must be signed by the Department Manager who is authorizing this request. Unsigned applications cannot be processed and will be returned to the applicant for the proper signature(s). Upon receipt of the Access request, the Access Management office verifies applicant and manager before implementing the request.

_____ **Date:** _____

Name (Print) and signature of Dean, Director, or Department Chair

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Comments: Add any comments

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DO NOTE WRITE IN THE SPACE BELOW – FOR OFFICE USE ONLY

Application Received by Name: _____, Date _____

_____ **Date:** _____

Application Approved by Name (Print) and signature of Manager