

Office of Information Technology RSA Token Request Form

Part A	
Name:	Date:
Job Title:	Department:
Extension:	University # (991):
Campus Email Account:	
Rationale for working from off-campus:	

Part B	
Department to be Charged:	Index to be Charged:
<i>Signature of Supervisor</i>	<i>Date:</i>
<i>Supervisor (Printed name):</i>	

Part C	
<i>Signature of Vice President:</i>	<i>Date:</i>
<i>Vice President (Printed name):</i>	

Process:

1. Part A is to be filled out by the employee requesting remote access to ERP system.
2. Part B is to be filled out by the employee's supervisor to signify approval.
3. Part C is to be filled out by the Vice President to signify approval.
4. Completed form is sent/taken to OIT Administration in Gillum Hall 103.
5. The employee will be notified via email when the RSA token is available for pickup in Computer Operations Control area.
6. The RSA token must be picked up by the employee in person. Picture ID is required and the employee will be required to sign a receiving document.
7. Lost tokens should be reported immediately to the OIT Help Desk.

Employee/Department will be required to pay for replacement of lost token(s).