

## Where to find...

Please visit the Access Services web site at <http://www.eits.uga.edu/accserv> to locate Access Request forms and the Employee Confidentiality Agreement. These forms can also be found on the Finance and Administration web site, [www.busfin.uga.edu/forms](http://www.busfin.uga.edu/forms).

Links to Remedy Request Assistance and the TSO/IMS Password Change page can also be found on the Access Services web site under “Quick Links”.

We have also added a Helpful Hints section to the Access Services web site. This is where you can find hints for setting up or troubleshooting your services.

## Campus Wide Access Requests

The term CWA (campus wide access) refers to specific administrative systems that require data custodian approval as well as ID modification.

All request forms must be signed and dated by the appropriate Data Custodian and forwarded to Access Services. Documents will now be kept in electronic format within the office of Access Services to minimize paper copies. There are now three ways to send your request forms to Access Services:

- 1) Print It – send a printed copy to Access Services, Room 182 Boyd Grad Studies Bldg.
- 2) Fax It – Access Services has a new fax number (706)583-0197
- 3) Email It – Scan the signed form and send as an email attachment to Access Services at [adminfo@uga.edu](mailto:adminfo@uga.edu)

If you choose to “Print It”, your form will be scanned and saved electronically within Access Services. A copy will be returned to the Data Custodian if necessary. Otherwise, the original will be shredded.

## Non-Campus Wide Access Requests

These types of requests are general in purpose and need to be sent directly to Access Services. This form of request does not require data custodian approval.

Request forms must be used for general access additions or modifications to logon IDs. **These requests should not be made through email or phone calls and will no longer be serviced in this fashion.** The new request form must be signed, dated and authorized by the appropriate personnel. Documents can be sent and will be maintained in the same format as the Campus Wide Access.

[Click here for the new form](#)

## **Access Inquiries (Access Authority Questions)**

On occasions, Data Custodians and/or Department Heads need to inquire about access rights for employees. Please send your request through email to Access Services at [adminfo@uga.edu](mailto:adminfo@uga.edu). Your request will be serviced in order of arrival.

## **VPS Printer -Adding, Deleting, Modifying, Inquiries, Printing Problems**

All VPS printer requests must be handled through the use of the Remedy system. Remedy tickets will be serviced in order of arrival. **These requests should not be made through email or phone calls and will no longer be serviced in this fashion.**

Please use the [Remedy Request Assistance](#) link listed on the Access Services web site under “Quick Links”.

For adding, deleting, modifying, or general questions regarding VPS printers, please fill out a Remedy ticket and put **Access Services** in the ‘Summary of Request or Question’ box.

If you are experiencing VPS printing problems and need assistance, please fill out a Remedy ticket and put **Operations** in the ‘Summary of Request or Question’ box.

## **IMS/TSO (RACF) Password Change**

To change your IMS/TSO password, go to the password reset form located on the Access Services web site under “Quick Links”.

If you have forgotten your password, please call Access Services at 542-4000.

## **Employee Confidentiality Agreement**

An Employee Confidentiality Agreement must be filled out and signed before system logon IDs are given. The signed forms will reside on file, in electronic format, within Access Services. Upon completion of the form, you may use one of three options to forward the form to Access Services:

- 1) Print It – send a printed copy to Access Services, Room 182 Boyd Grad Studies Bldg.
- 2) Fax It – Access Services has a new fax number (706)583-0197
- 3) Email It – Scan the signed form and send as an email attachment to Access Services at [adminfo@uga.edu](mailto:adminfo@uga.edu)

If you choose to “Print It”, your form will be scanned and saved electronically within Access Services. A copy will be returned to the Data Custodian if necessary. Otherwise, the original will be shredded.