PURPOSE

This form is used to request access to the on-line *Graduate Letters of Appointment* application. It is also used to request a change to or delete an employee's access to *Graduate Letters of Appointment.* Access to *Graduate Letters of Appointment* must be deleted when an employee is terminated, transfers to another department. or no longer performs *Graduate Letters of Appointment* system-related activities.

INSTRUCTIONS

In order to obtain access to *Graduate Letters of Appointment,* you must have a personal menu on the UF Menu System. If you do not have a personal menu, contact the security administrator for your department, college, or division; or call Information Systems Technical Support at 392-1285. You may call the Academic Personnel Office, 392-1251, to obtain additional copies of this Security Request Form. In the space provided on the reverse side, use the following instructions in order to complete this request:

1. Indicate one of the following options. You may select one only.
   a. Add User   = Grant access to *Graduate Letters of Appointment.*
   b. Delete User   = Remove access to *Graduate Letters of Appointment.*
   c. Add Authority Code   = Add a specific *Authority Code* for which you will manage accounts.
   d. Delete Authority Code   = Delete a specific *Authority Code* for which you will no longer manage accounts.

2. Have this form signed by the director or department chair and the dean or vice-president in the shaded box at the top of the form.

3. Type or print your name in the space provided.

4. Enter your signature in the space provided. Your signature is required in order for you to be authorized for access to *Graduate Letters of Appointment.*

5. Enter your SSN, Home Department code, and TKL code in the spaces provided.

6. Enter your campus P.O. Box and/or address and campus phone number.

7. Enter, in the spaces provided, the appropriate authority codes for those letters of appointment that you want to add or delete for the user. Attach additional sheets, if necessary.

   Examples:

                                   Definitions

   AAEG*   College of Engineering, all accounts under authority codes starting with AAEG.
   AA1606*   Department of Chemistry, all accounts under authority codes starting with AA 1606.
   HC*   Health Center, all accounts under authority codes starting with HC.
   HC290900   Department of Pediatrics, all accounts under authority code HC290900 only.

8. Enter, in the spaces provided, the appropriate authority codes you want to add or delete for the use r to allow him or her to fund the tuition waivers or remissions. Attach additional sheets, if necessary.

9. Submit the form to: Academic Personnel Office, 29 Tigert Hall, P.O. Box 113005.

Please call the Academic Personnel Office at 392-1251, if you have questions about this form.