

## Security Access Request Workflow Diagram

### **Faculty/Staff**

Submit Security Request form to Department Chair/Director Office via Email.

### **Manager (Dean, Director, Chair)**

Manager must approve or deny the employees request and when necessary, revise the request. If approved, Manager will electronically sign and then email the request to the Business Owner. If there are more than 1 business owners, email to the first owner and request that they forward it to the next business owner.

### **Business Owner(Registrar, Admissions, Bursar and/or Financial Aid)**

Business Owner of specific data must provide approval by electronically signing the form. Business owner submits a CIS Grouplink ticket and Request Form with all appropriate signatures.

### **Computing Information Services**

A ticket will be assigned to the Application Security Liaisons. Once the roles have been assigned, an automatic email will be sent to the requesting departmental business owner, manager and the user themselves.