

## REQUEST FOR WEB ACCESS TO OIT/NTS Management System (MYSOFT)

Access to the Reports section(s) of the OIT/NTS Management System requires your Directory ID and password. Once you have logged in, your access to Billing Reports is controlled by GL numbers. Access should be requested only for the information necessary to perform official duties.

Please complete the form below on your computer, print this page, sign the form where indicated, and route the form through your department head or designee for approval. FAX the approved form to **301.314.9090** or mail it to **NTS Service Desk, Room 2116, Patuxent Building (010), Campus.**

Applicant Name	Directory ID (e.g., jdoe)				
Department	Telephone Number				
GL (AU) Numbers (For Business Manager, DDR, and/or DTR access.)					
<p>User Type (Check <b>all</b> that apply)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top; border-right: 1px solid black; padding: 5px;"> <input type="checkbox"/> <b>Business Manager</b> (Invoice Access)   <input type="checkbox"/> Replace current Business Manager  <input type="checkbox"/> In addition to current Business Manager                 </td> <td style="width: 25%; vertical-align: top; border-right: 1px solid black; padding: 5px;"> <input type="checkbox"/> <b>DDR</b> (Data Order Placement)   <input type="checkbox"/> Replaces current DDR  <input type="checkbox"/> In addition to current DDR                 </td> <td style="width: 25%; vertical-align: top; border-right: 1px solid black; padding: 5px;"> <input type="checkbox"/> <b>DTR</b> (Telecom Order Placement)   <input type="checkbox"/> Replaces current DTR  <input type="checkbox"/> In addition to current DTR                 </td> <td style="width: 25%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> <b>LAN Administrator</b> (Data Technical Contact)   <input type="checkbox"/> Replaces current LAN Administrator  <input type="checkbox"/> In addition to current LAN Administrator                 </td> </tr> </table>		<input type="checkbox"/> <b>Business Manager</b> (Invoice Access)  <input type="checkbox"/> Replace current Business Manager <input type="checkbox"/> In addition to current Business Manager	<input type="checkbox"/> <b>DDR</b> (Data Order Placement)  <input type="checkbox"/> Replaces current DDR <input type="checkbox"/> In addition to current DDR	<input type="checkbox"/> <b>DTR</b> (Telecom Order Placement)  <input type="checkbox"/> Replaces current DTR <input type="checkbox"/> In addition to current DTR	<input type="checkbox"/> <b>LAN Administrator</b> (Data Technical Contact)  <input type="checkbox"/> Replaces current LAN Administrator <input type="checkbox"/> In addition to current LAN Administrator
<input type="checkbox"/> <b>Business Manager</b> (Invoice Access)  <input type="checkbox"/> Replace current Business Manager <input type="checkbox"/> In addition to current Business Manager	<input type="checkbox"/> <b>DDR</b> (Data Order Placement)  <input type="checkbox"/> Replaces current DDR <input type="checkbox"/> In addition to current DDR	<input type="checkbox"/> <b>DTR</b> (Telecom Order Placement)  <input type="checkbox"/> Replaces current DTR <input type="checkbox"/> In addition to current DTR	<input type="checkbox"/> <b>LAN Administrator</b> (Data Technical Contact)  <input type="checkbox"/> Replaces current LAN Administrator <input type="checkbox"/> In addition to current LAN Administrator		
<p><b>Applicant: Please read the following statement and sign where indicated.</b></p> <p>I understand that, pending all approvals, I will be given access to information contained in university administrative and/or academic computer systems solely for the purpose of fulfilling my official job duties. I agree to keep all information in a manner that is appropriate to its content and to keep any personally identifiable information confidential, out of public view, and stored in a secure location/form whether it is in paper copy, contained in software, visible on screen displays, in computer readable, or any other form.</p> <p>I further understand that I am solely responsible for my use of this information, including its disclosure to others. I therefore agree not to re-disclose or provide access to this information except as authorized by my job duties and in compliance with federal and state laws and university policy. Neither curiosity nor personal relationships provide a basis for any breach of confidentiality.</p>					
Please contact X54429 or X54411 for assistance in completing this form.	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Applicant				

REV. 12/11/07

### APPROVAL:

I approve the above request.

\_\_\_\_\_  
Name of Department Head or Designee

\_\_\_\_\_  
Title of Department Head or Designee

\_\_\_\_\_  
Signature of Department Head or Designee