



Last Updated: September 2009

II.12 Access to Foundation I-Net Secured Sites

This document instructs a user on how to gain access to the Secured Sites of the Foundation I-Net (e.g. BOT Secure, Reports Secure, etc.). The user will use one of two methods to gain access; the method will vary depending on whether or not the user is an employee of the University of Alaska. If the user is not an employee, an employee of the UA Foundation must become a sponsor of the user.

Please note that both methods require the user or the user's sponsor to contact the Statewide OIT office. OIT may delete the user's account without notice if the user or the user's sponsor fails to notify OIT of the new account.

1. Obtain a copy of the "Computer Account Request/Change Form" from the Office of Information Technology (OIT). A copy of this document is linked under Section 9 – Web Access of the Foundation Forms page of the Foundation I-Net:
http://www.alaska.edu/foundation/foundation_i-net/forms/
2. Fill out all user information at the top of the form.

Non-employees of the University must fill in the following sections as indicated:

- | | |
|------------------------------|---------------------------------|
| a. Organization/Department | Sponsored by UA Foundation |
| b. Location | SW |
| c. UA ID Number (Not SSN) | Use email address as username |
| d. Phone | (907) 450-8030 |
| e. MAU | SW |
| f. Email Username (If Known) | <i>the user's email address</i> |



OFFICE OF
Information Technology

Fax: (907) 450-8312
Email: helpdesk@alaska.edu
<http://www.alaska.edu/oit/sc>

Computer Account Request/ Change Form

(Please Print Clearly)

First Name: _____ MI: _____ Last Name: _____

Organization/ Department: _____ Location: _____

UA ID Number (Not SSN) _____ Phone: (_____) _____ - _____

MAU (Campus): UAA UAF UAS SW Email Username (If Known): _____



- The actual user must sign and date the lines "Employee Signature" and "Date". Sponsors should NOT sign on behalf of the user.

your accounts and files will be deleted. All user account forms will be kept on file for one year after termination, at which time they will be shredded. Please contact the OIT Support Center at 1-800-478-8226 or 450-8300 with any questions.
 I have read the above statement and agree to abide by all provisions.

Employee Signature: _____ Date: ____ / ____ / ____

- An employee of the UA Foundation must fill out the section titled Access Requested by Supervisor. The employee will need to input the following information:
 - Account Type
 N – University Staff *or*
 H – Other: Sponsored Account
 - Roxen – URL
 Read Only (www.alaska.edu/foundation/)
 - Other
 Foundation BOT secure *and/or*
 Foundation report secure

ACCESS REQUESTED BY SUPERVISOR

Account Type:

- | | | |
|---|---|--|
| <input type="checkbox"/> F – University Faculty | <input type="checkbox"/> T – Graduate/Research Student | <input type="checkbox"/> Y – Department |
| <input type="checkbox"/> N – University Staff | <input type="checkbox"/> S – Student | <input type="checkbox"/> B – Club/Organization |
| <input type="checkbox"/> X – Support Staff | Statewide Student: yes <input type="checkbox"/> no <input type="checkbox"/> | Statewide Mentor: yes <input type="checkbox"/> no <input type="checkbox"/> |
| <input type="checkbox"/> H – Other: _____ | | |

System Access Requested: Place a *checkmark* next to *the systems* for which you are requesting an account, and *list what this account will need access to* for the specific systems. *List any groups this account will need to be part of* for the specific systems.

Computer Login - Groups or Shared Drive Path: _____

Meeting Maker: _____

Department Fund/Org: _____ / _____ (Required for Meeting Maker accounts and New UAF Domain Shared Drives)

E-Mail: _____ Roxen – URL: _____

Blackboard Radius (VPN) HP ServiceCenter SW Goldmine

Other: _____

Changes or new requests, including name changes, require supervisor signature. I authorize the requested access for the employee whose signature appears above:

Supervisor or Sponsoring Faculty Name (Print): _____ Phone: (____) ____ - ____

Supervisor or Sponsoring Faculty Signature: _____ Date: ____ / ____ / ____

- An employee of the UA Foundation must print their name and phone number, and then sign and date the section titled Access Requested by Supervisor.
- Finally, the user or user's sponsor must fax this document to OIT (using the fax number in the upper right corner of the document). If the user is employed by the University of Alaska, OIT will add Secure Site access to your UA Username and password (editable at UA ELMO - <https://elmo.alaska.edu/>). If the user is not employed by the University of Alaska, an employee of the UA Foundation will create an account for the user using their email address as their username.