

## HLS Database Access Request Form

Access to any part of the HLS Data Environment must be approved by an authorized person from the Information Technology Services before access is allowed. This policy applies to Harvard University employee, visitors, and / or contractors.

Please fill out a printed copy of this form, signed and routed to:  
**HLS Faculty & Staff Help Desk** – 1575 Massachusetts Avenue, Cambridge, MA 02138 - Hauser Hall: Basement (617.495.0722)

**User Information:**

Date of Request (mm/dd/yyyy): \_\_\_\_\_  
 Requestor's Name: \_\_\_\_\_  
 Department Name: \_\_\_\_\_  
 Department Head: \_\_\_\_\_

Authorization For: \_\_\_\_\_  
 User ID (Same as Windows Login): \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Employment Status:     Harvard Employee     Contractor

Database Environments	Start Date	End Date	Create / Modify / Delete / Other (if other, specify)	Permission Information (Mnemonics or security class access: e.g. Account should be similar to jharvard)	Business Owner (Signature & Date)
Advance					
BusinessObject Prod					
BusinessObject Test					
CMS Prod					
CMS Test					
Colleague DEVELOPMENT					
Colleague PREPROD					
Colleague PRODUCTION					
Colleague PROTOTYPE					
Colleague PROTOTYPE 2					
Heat Prod					
Heat Test					
Papervision					
Powerfaids2006 Prod					
Powerfaids2006 Test					
Resource 25 Prod					
Resource 25 Test					
SFSdata Prod					
SFSdata Test					
Timematters					

<b>ITS Approver:</b>	
<b>Date Received:</b>	
<b>Date Completed:</b>	

*Completed / original forms will reside in ITS location:*  
**Financial and Administrative Coordinator:** 1545 Massachusetts Avenue, Cambridge, MA 02138  
 Langdell Hall - Information Technology Services, Room 175