

## Computing Login Request

This policy describes the process for providing access to administrative systems. Administrative systems are defined as all computer systems other than Email and academic (instructional support and research) systems. This does not include Aclnquire. The Registrar maintains control of access to Aclnquire.

Computing Services maintains a list of servers and applications, documenting who can grant access to the various systems and applications. This is typically a department manager; however, department managers can delegate this authority to others. This delegation can be restricted to specific areas if needed.

To grant access, an authorizing staff member will send an email from their Bradley University Exchange Email account to the Login Management email account (can be found in the Global Address Book). This email must contain the following information:

Identification – name of the person to get the account.

New staff will require a SSN number and a start date. Students will require a student ID number. Faculty and Staff currently in the system will not need a SSN.

The access needed. Include any special types of permissions needed.

Access will be provided within one business day. You will receive an email notification when the account is created.

**Date Created: 10/14/05**