NM STATE UNIVERSITY

New Mexico State University
Center for Learning & Professional Development

Training Central Security Access Form

Instructions: Type or print employee information. Fill in applicable sections for requested security access. The employee will be required to complete mandatory training in accordance with Training Central Security Access Policy prior to access being granted. Keep a copy for your files and **forward original form to CLPD-TC, MSC 3TD**. If assistance is needed to complete the form, please contact 646-7444.

SECTION 1: EMPLOYEE INFORMATION

Name _____   E-Mail _____   Phone _____

Department _____   Aggie ID _____

SECTION 2: REQUEST DETAILS

Delete All? _____   Domain _____

	Add	Remove
Instructor:	Add	Remove
Registrar:	Add	Remove
Catalog Admin/Catalog Admin Fix:	Add	Remove
Content Admin:	Add	Remove
Help Desk:	Add	Remove
Domain System Admin:	Add	Remove
People Admin (justification required):	Add	Remove
HR Admin (justification required):	Add	Remove
Cognos Training Reports:	Add	Remove

Special Instructions/Notes: (include justification for addition of People Admin & HR Admin roles if requested, Domain if not specified in drop-down list and any other special instructions or notes).

SECTION 3: Signatures

Training Unit Director or Training Unit Domain System Admin

Printed Name _____   Signature _____   Date_____

SECTION 4: CLPD Internal Department Use

Training Central Administrator

Printed Name _____   Signature _____   Date_____

CLPD Director

Printed Name _____   Signature _____   Date_____

Training Requirements Completed

  FERPA _____

  Computer & Data Security _____

  FSA-RMR Information Session _____

                      Date Completed

Date Received_____

Date Completed_____

Access Granted

Access Denied   (Attach Justification)

Access Removed

Added to saba@nmsu.edu email list   Removed from saba@nmsu.edu

Send Cognos Access changes to security_admin@nmsu.edu

Add to Cognos training_admin group   Remove from Cognos training_admin group

Add to Cognos training_user group   Remove from Cognos training_user group

PRINT   RESET