



Training Central Security Access Form

ROUTING
CLPD-TC, MSC 3TD
trainingcentral@nmsu.edu
Phone 646-7444
Fax 646-7372

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		
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	Date Received _____
FERPA _____	Date Completed _____
Computer & Data Security _____	
FSA-RMR Information Session _____	Access Granted
Date Completed _____	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