

Instructions :

1. Type all required information.
2. Print and sign completed form. ALL information and signatures are required for processing.
3. Scan form and e-mail to : radford@service-now.com with subject line Starfish Access Request - 9digitRUID-username
Example: Starfish Access Request - 900999999 - gwashing

Access is reviewed and granted by Data Owners based upon job role/responsibilities. The Requestor will be notified via e-mail when account is set up. Allow up to 3 business days for processing.

Request for:	New Access	User	Faculty/Staff
	Change Access	Classification:	Student Employee
	Remove Access		Other

RUID: RU e-mail:

Last Name: First Name:

Job Title: Department:

Phone #: Access End Date:

Justification:

Starfish Role	Academic Coach	5 8 & % D V L F / L I H 6 X S S R U W
	Academic Leadership	5 8 & , ' % D G J H
	Academic Support	6 W X G H Q W 6 H U Y L F H V / H D G H U V K L S
	' D Y L V 3 H H U 7 X W R U	6 W X G H Q W 6 H U Y L F H V 6 X S S R U W
	(Q U R O O P H Q W 0 D Q D J H U	6 X F F H V V & R D F K
	Flag Manager	7 H V W L Q J & H Q W H U 5 & R U G L Q D W R U
	General Advisor	7 X W R U 5 8 &
	General Career & R D F K	
	HKC Leadership	
	/ : & / H D G H U V K L S 5 8 &	
	5 H V L G H Q W ' L U H F W R U	
	Retention Coordinator	

* 8 Q G H U J U D G X D W H o l e M e t h o d s R e q u i r e s p e c i f i c S t u d e n t a s s i g n m e n t s . L i s t a s s i g n e d
student's name and RUID#: Name: RUID#:

Additional notes

By signing this request, the Requestor and Supervisor AGREE they have read and will abide by the Acceptable Use and other Security policies defined by Radford University (see technology policies at <http://www.radford.edu/content/it/home/it-policies.htm>)

Requestor
Signature

Supervisor
Printed Name

Supervisor
Signature

Problems or Questions: e-mail idmanagement@radford.edu
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Starfish Role Definitions :