

**UNIVERSITY OF WISCONSIN - MADISON  
 AUXILIARY ACCOUNTING FINANCIAL SYSTEM (AAFS)  
 LOGIN AUTHORIZATION FORM**

Send Completed form via inter-d to:  
 NEWUSERS: 856 WARF, 610 Walnut Street

<b>Section 1 - Type of Request</b>	
New Request (please fill out all sections): New User                      FP&M (FP) Student Employee          Housing (HG) Health Services (HS) Wisconsin Union (WU) VC's Office (VC) UW Communications (UC) Effective Date ____/____/____ System Access DoIT User ID                      Web Access	Change Request (Logon ID required: _____) Delete User Change employee information (fill out sections 2, 3 & 4)  Other (explain) _____ _____ _____
<b>Section 2 - Employee Information</b> (Full name, Campus ID and UDDS are mandatory.)	
Name: Last                      First                      MI	Campus ID: _____
Department (within your Division):	UDDS: _____
Office Address and Room:	Office Phone: _____ E-Mail Address: _____
<b>Section 3 - Supervisory Approval - MUST BE SIGNED FOR ALL REQUESTS</b>	
Supervisor's Signature: _____	Date: _____ Office Phone: _____
<b>Section 4 - Auxiliary Systems Administrator Approval - MUST BE SIGNED FOR ALL REQUESTS</b>	
Administrator's Signature: _____	Date: _____ Office Phone: _____
<b>SECTION 5 - USER AGREEMENT TO ACCEPT RESPONSIBILITY</b>	
<ul style="list-style-type: none"> <li>◆ Your password is intended for your use only. You must not disclose your password to anyone. Your password verifies your logon identification initials and you are responsible for keeping it confidential. Your password must be changed periodically. Change your password immediately if you suspect another may know your current password.</li> <li>◆ Your use of University computing resources is restricted to authorized University of Wisconsin business.</li> <li>◆ You may only access data for which you have specific authorization. You may only use your access to data for authorized University of Wisconsin business.</li> <li>◆ You will be held responsible for any security breach traceable to your assigned logon identification initials. You will also be held liable for any willful misuse or deliberate system damage traceable to your logon identification initials.</li> <li>◆ You may not install any hardware or software on University-owned hardware without specific approval from Your Division IT department.</li> <li>◆ Violation of this agreement may result in disciplinary action or legal action or both.</li> </ul> <p><b>By signing below, I certify that I have read and understand the above terms, and agree to the terms.</b></p>	
User's Signature: _____	Date: _____