

Refer to WI-GE0531 to complete this form

Section 1 - User Information		
User's Full Name: Active Directory ID:	User's Department:	User's Title:
User Type: <input type="checkbox"/> Regeneron Employee <input type="checkbox"/> Non-Regeneron Employee	User's Location: <input type="checkbox"/> Rensselaer <input type="checkbox"/> Raheen <input type="checkbox"/> Tarrytown <input type="checkbox"/> Basking Ridge <input type="checkbox"/> Other _____	User's Contact Phone Number:

Section 2 - Access Request Information		
Name of the System:	Type of Access Request (Select Only One): <input type="checkbox"/> Add Access <input type="checkbox"/> Change Access <input type="checkbox"/> Remove Access <input type="checkbox"/> Confirm Existing Access <input type="checkbox"/> Disable Account	<input type="checkbox"/> User Training Completed

Section 3 - Description of Access / Changes
<input type="checkbox"/> Attachment(s) Included

Section 4 - General Approvals		
Supervisor Print Name:	Supervisor Title:	Signature / Date:
System Owner Print Name:	System Owner Title:	Signature / Date:

Section 5 - Business Process Owner Approval – Required for All Elevated Access Requests		
<input type="checkbox"/> Not Applicable		
Business Process Owner Print Name:	Business Process Owner Title:	Signature / Date:

Section 6 – Administrator Implementation		
Administrator Print Name:	Administrator Title:	Signature / Date: