

**NRCC Access Security Request Form**

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| Associate Name | Associate Title | Date |
| Tim Butler | Software Engineer | 9/18/2014 |
| Christopher Burkholder | Software Engineer | 9/18/2014 |
| Dave Gilsdorf | Senior Software Engineer | 9/18/2014 |

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| Description of work to be performed |
| Periodic software updates resulting from work performed by the All CAHPS team, normally once every 4 weeks, but occasionally with an additional off-cycle update.  Known updates to come: 9/25/2014 (off-cycle)  10/17/2014, 11/13/2014, 12/11/2014, and continuing in 2015 |

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| Estimated Time Required | Anticipated Date | Approved by: | |
| 2-4 hrs each time | See schedule above | Name: | Signature: |

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| Log of Work Performed |
| These will be tracked in change requests within Service Now.  For example: [CHG0031461](https://nrcsn.service-now.com/change_request.do?sys_id=724adea8099b21003f5b1b4818744d0c&sysparm_record_target=change_request&sysparm_record_row=10&sysparm_record_rows=10&sysparm_record_list=active%3Dtrue%5EORDERBYnumber) |

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| Time Required to complete | Date work completed |
| See change req | See change req |

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| Account enabled by: | | Account disabled by: | |
| Name: | Signature: | Name: | Signature: |