REQUEST FOR USER ID & SECURID CARD FOR AMS

Use this form to: request a User ID and SecurID card for AMS; and any changes to user information.

CONFIDENTIAL when completed.

Date: _____

INSTRUCTIONS

1. Please print all information using a ballpoint or felt-tip pen.
2. Complete all applicable sections.
3. Fax the completed form to Administrative Management Systems.
4. Complete & attach **Request for FIS, DIS, HRIS, RIS Setup and Change Form.**
5. Please keep a copy of the form for your records.
6. This form is not for ROSI access – please see:
   http://www.sis.utoronto.ca/downloads/access.pdf

Administrative Management Systems
215 Huron Street, 4th Floor

Fax: 416-971-2426

1. USER INFORMATION

Personnel Number: _____   Position Number: _____   ☐ **Check here if applicant is a CASUAL. Position number NOT required for CASUALS.**

Name: _____   _____   _____
      Last Name (Please print)   *First Name*   *Initial*

Faculty/Division: _____

Department: _____

Address: _____

Phone: _____   Fax: _____

E-Mail Address: _____

2. Position Number Information – Please indicate one of the following:

☐ **Position Number has roles attached – AMS Access forms not required.**

☐ **Position Number does not have Roles attached – the following AMS Access forms are attached:**

☐ FIS ☐ HRIS ☐ DIS ☐ RIS ☐ CP ☐ SM-F&S ☐ Audit ☐ Other

3. User ID and Access to AMS

☐ New User ☐ Delete ☐ Move   **Effective Date:** _____

☐ Reactivate   ☐ **I am working in two departments:**

                                       Dept 1_____ Time % _____ Terminate Date_____

Please enter all your existing User IDs for AMS and ROSI if known:

                                       Dept 2_____ Time % _____ Terminate Date_____

User ID: ☐☐☐☐☐☐☐☐☐   ☐☐☐☐☐☐☐☐☐
         AMS   **ROSI**

4. SecurID Card – Complete 4a. OR 4b.

4a. SecurID Card Information

If you have a SecurID card, please complete this section.

☐ Reassign   ☐☐☐☐☐☐☐☐☐☐   _____
               (Serial # is on the back of your SecurID Card.)   Previous user (if known)

4b. Accounting Information

If you do not have a SecurID card, please complete this section. I+TS will set up a new SecurID card for you, and charge your department the $125 card fee.

Fund Center: _____   Cost Center: _____   Account #: _____

5. CONFIDENTIALITY STATEMENTS AND USER SIGNATURE

I understand and agree that the information/data I have been authorized to access is considered CONFIDENTIAL. Under no circumstances will such information available to me be used, conveyed or discussed by me, unless required in the performance of my duties. Failure to comply with this requirement may result in denial of access and other disciplinary action.

COMPUTING SECURITY REQUIREMENTS

- **Keep your password/PIN confidential.**
- **Never use someone else's password/PIN or UserID/SecurID Card.**
- **Never share your password/PIN or UserID/SecurID card with someone else.**
- **Do not install or use illegal copies of software on University computers.**
- **Do not make unauthorized copies of any data files or software.**
- **You should not leave your workstation/terminal unattended when you are logged on.**
- **You should not write down your password/PIN.**

User's Signature: _____

6. AUTHORIZATION & CONTACT PERSON

_____   _____   _____
Department Head's Name (Please print)   *Signature*   *Phone*

Person to Contact: _____   **Phone:** _____

E-Mail Address: _____

7. WORKSTATION SECURITY

You should not store any confidential or sensitive information on the hard drive of your PC unless you have security software installed to protect the information.

8. Procedures and Guidelines

SecurID Card:

When you leave the department, your SecurID card must be turned in to your supervisor.

Your department is responsible for the replacement cost of lost, damaged and expired SecurID cards.

For the latest versions of security and access procedures and guidelines, please visit the Computer Security Administration Web Page at **http://www.utoronto.ca/security**