North Carolina Agricultural & Technical State University
QuickView Access Request & Privilege Form

Instructions for Requester: Submit **completed** form to the QuickView Administrator that you select.

Select	QuickView Administrator	Location	
☐	Registrar	Dowdy Bldg. Room 107	
☐	Treasurer	Dowdy Bldg. Suite 112	
☐	Financial Aid	Dowdy Bldg. Suite 100	

Access requested for AA_USERS, AA_SEARCHERS, AA_QUICKVIEW_USERS, and AA_QUICKVIEW_CONFIGURATION_USERS.

First Name: _____   Middle Name: _____   Last Name: _____

Department: _____   Building: _____

Rm/Floor/Cubicle: _____   Phone Number: _____   Extension: _____

NCA&TSU Email Address: _____   Banner ID: _____

Status (check one):   ☐ Employee   ☐ Employee - TEMP   ☐ Student - TEMP

If temporary, specify the begin date and end date.   Begin Date: _____   End Date: _____

Confidentiality Security Agreement

I understand that access is being requested to a service(s). If approved, I will treat all information as sensitive and/or confidential unless informed otherwise. I will not share accounts and passwords provided to me with anyone. I will ensure that information is properly secured in electronic, written, and/or printed format and will only disclose the information when authorized. I will not perform an illegal or unauthorized activity(s) that would cause harm directly or indirectly to the University network, data, and/or information technology. I will abide by federal and state regulations, industry standards, and University policies and standards (http://www.ncat.edu/divisions/its/policy/index.html). When my University relationship ends, I will not access University services nor keep or disclose University information in any format.

Applicant Signature: _____   Date: _____

Supervisor Name (Print): _____   Date: _____

Supervisor Signature: _____

Instructions for QuickView (QV) Administrator ONLY: 1. If you approve, select an environment(s), sign and date this form. 2. Next, **Log** into the Aggie Help Self-Service Portal (https://aggiehelp.ncat.edu), **click** Browse Service Catalog in the Requests and Incidents box, **move** your cursor over the QuickView tile under the Account Management section, and **click** *Account Request.* **Input** request description and **upload/attach** this completed form. **Your request will not be processed without this form.**

Select Environment(s):   ☐ PROD   ☐ TEST

QV Admin Signature: _____   Date: _____

Version 1   6/26/2017