

Employee Remote Access Request and Confidentiality Agreement for Computer Use Form

Guidelines for completing Remote Access Request Form:

LogonID is commonly referred to as your Active Directory (MC) id or the first part of your Exchange email address.

Date is the current date or the date form completed.

Date of birth is your date of birth given in month, day and 4 digit year. This is used as a additional identifier.

Applicant name should be the name in SAP, not a nickname.

UKID is the SAP assigned Person ID found on your payroll statement.

Phone is the number of the person who signed the request. Information Security will contact this person if problems arise in building access.

This should be a direct line not the public number for the department.

Job Role is needed to determine the correct level of access based on HIPAA mandated need to know or need to access for providing service or care.

UKHC Department is the printed name of the department of the person signing the request.

***Director who is authorizing remote access** is required for support staff only. This person may have a different title but she/he is the person who approves hiring and/or timesheet. A supporting email from the director detailing need for access and approval should be sent to dl_MCISSecurity@email.uky.edu.

Email address of your Director.

Phone is the number of your Director.

This should be a direct line not the public number for the department.

What will an approved request accomplish? In other words, what job function that you perform requires remote access to which particular computer system(s)?

LogonID of another user performing the same role/work is another way of informing Information Security of access needed by the user. When an ID is included, Information Security will research the access for the LogonID listed and replicate it for the requested user.

Device specifies the computing platform(s) you seek to use for remote access.

Location specifies the remote location(s) you seek to work from.

Normally, Information Security will notify the user by sending remote access instructions within 2 business days of receipt of the **access request form**, completed **confidentiality form** and the receipt of any **supporting documentation**. Contact the Support Center at 859-323-8586 if you experience a longer delay in issuing requested access.

Return completed form to Information Security
UK HealthCare
2224B Regency Rd.
Lexington, Kentucky 40503
Fax 859-257-7848

