

# Access Request Form: Space@Penn Web Updater

**Users:** If you are requesting access to the Updater:

- Please complete Parts 1 and 2 of this form and obtain the signature of your supervisor in the space provided before submitting it to the Space Super User for your school.
- Your Space Super User will sign and submit it for you
- Please complete the 'Space at Penn Curriculum' training in Knowledge Link (<http://knowledgeglink.upenn.edu>). Completion of this training is mandatory to obtain access
- Once you have successfully completed your training, you will be notified via email
- Please direct any questions you may have to your Space Super User.

**Super Users:** For new user, change or remove access requests:

- Please sign and submit this completed form and email it to [kleinjon@upenn.edu](mailto:kleinjon@upenn.edu)
- No requestor signature is required for remove access.

**Part 1 Identification and Authorization** Check one:  New Access  Change Access  Remove Access

(please print)

Full Name (include middle initial): \_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ Organization Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

PennKey (network logon ID): \_\_\_\_\_ Penn ID # (from your Penncard): \_\_\_\_\_

**I understand that this LOGON ID gives me access to administrative computing resources for my exclusive use and support of my work as an employee of or contractor to the University of Pennsylvania or the Health System. I understand that this access is controlled by my password. I take responsibility for changing my password on a regular basis and for maintaining the secrecy of my password. I understand that I am responsible for anything done on administrative computing resources with my LOGON ID. I take responsibility for maintaining the confidentiality of University information. I agree to work with production data only after completion of training.**

Requestor signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Part 2 Specific Access to Web Updater

Regular User for Orgs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Super User for Schools:

\_\_\_\_\_

## Part 3 Approvals

The individual named \_\_\_\_\_ has my permission to access and update Space@Penn for the Orgs listed above.

\_\_\_\_\_  
(Requestor Supervisor Signature) (Date) (Requestor Supervisor Name)

\_\_\_\_\_  
(Space Super User Signature) (Date) (Space Super User Name)

## Part 4 For Administrative Use Only

Production Access Granted Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Security Administrator)