



REQUEST FOR ACCESS REQUEST COORDINATOR (ARC)-RELATED CHANGES

Information About the ARC or Person Delegated to Have Signature Authority

Last Name:		First Name:		MI:		
Department Number:		Department/School Name:		Phone:		CB: <input type="checkbox"/>
Onyen:		PID:				
Working Title:		Email Address:				
Name of Person Formerly in Position (if applicable):						

Add or Remove ARC Access

Action Requested and Effective Date (select one)	<input type="checkbox"/> Add ARC Access	<input type="checkbox"/> Add ARC "view only" access	<input type="checkbox"/> Remove ARC Access	<input type="checkbox"/> Remove ARC "view only" access
	effective: _____			

Assign ARC Designator (person who can sign forms to add or remove ARCs)

Action Requested and Effective Date (select one)	<input type="checkbox"/> Assign as ARC designator (that is, allow this MOU lead or HR Officer to sign this form for adding or removing ARCs)
	<input type="checkbox"/> Remove as ARC designator
	effective: _____

SIGNATURES (Required)

User Signature:		Date:	
Name of Dean, Vice Chancellor, or Delegate of Record ¹ : <i>(please print)</i>		Title:	
Signature of Dean, Vice Chancellor, or Delegate of Record:		Date:	

OFFICE USE ONLY

Date Received:	Date Approved/Initials:	Date Processed/Initials:
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Give the completed form to an ARC in your school or division for entry into the Access Request Tool. (Note: The ConnectCarolina Team highly recommends that each school and division have at least two ARCs, a primary and a backup.)

¹ Only Deans and Vice Chancellors can sign to delegate signature authority.