

**REQUEST FOR ACCESS TO VIEW OR UPDATE SOCIAL SECURITY NUMBERS IN
STUDENT ADMINISTRATION AND HUMAN RESOURCES**

The University takes its responsibility for securing our employees' sensitive information (including social security numbers) very seriously. As such, the University restricts the ability to see sensitive data, including Social Numbers. The following user has a business need to be able to view Social Security Numbers (SSN).

Information About Person Requesting Access to View Social Security Numbers							
Last Name:		First Name:		MI:			
Department Number:		Department/School Name:		Phone:		Campus Box:	
Onyen:			PID:				
Working Title:			Email Address:				

Justification for Social Security Number Access

Add or Remove Social Security Number Access	
Action Requested and Effective Date (select one)	<input type="checkbox"/> Add access to view last 4 digits of SSN <input type="checkbox"/> Add access to view entire SSN <input type="checkbox"/> Add access to update SSN <input type="checkbox"/> Remove SSN Access <i>effective:</i>

SIGNATURES (Required)			
User Signature:		Date:	
Name of Director of Employee (please print)		Title:	
Signature of Director:		Date:	

To receive SSN access, this form must include the business justification, be signed by the Director of the employee (proxy signatures not accepted) and uploaded by the Access Request Coordinator using the Access Request Tool.