Request For Extended Computer System Access — Automated Process Exception Form

This form is used to request extended access beyond the computer system account life-cycle limits established in IT Policy 4.8, EMU System Accounts (Attachment A), to computer systems managed by the Division of Information Technology (DoIT).

Extended computer system access is subject to the following requirements and restrictions:

- Extension requests for student accounts must be approved by an academic department head or dean.
- Extension requests for faculty or staff must be approved by an appropriate department head or senior administrator.
- Approval must be made by signature below or via e-mail from an appropriate administrator.
- Access extensions increase EMU costs. As a result, all extension approvals must be justified based upon a legitimate business or academic interest and must be limited to shortest reasonable duration.
- Requests must be received at least five (5) business days prior to scheduled account closure.
- Some access cannot be extended based on contractual, licensing or other legal considerations.
- Access shall not be extended for more than 365 calendar days past the initial expiration of the account.
- This request should be extending access to systems that are unique to Eastern Michigan University and are not available publicly.
- Email confirmation will be sent to both the requester and approver listed below with the new expiration date of the account.
- Incomplete, illegible, or unapproved forms will be returned to requestor.
- SUBMIT To: DoIT - 118 Pray-Harrold, Attn: Tech. Security OR via e-mail to it-security@list2.emich.edu.

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<tr>
<th>(Please Print or Type)</th>
<th>Name</th>
<th>EID</th>
<th>EMU E-Mail Address</th>
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<tbody>
<tr>
<td>Requester:</td>
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<tr>
<td>Approver:</td>
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<td>Requested Account Expiration Date:</td>
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Justification/Comments:

__________________________
Department, College or Divisional Approval:

Signature: ___________________________  Title: ___________________________  Date: __________

(Please Print or Type.)