

Security Request Form for UA Systems

This Request is for:

Name _____

BGSU ID _____

Job Title _____

BGSU User Name _____

College / School / Dept _____

Phone _____

- Dean Faculty Staff Student Other

Internal Staff (University Advancement Staff only)

Add Delete

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Reeher Access |
| <input type="checkbox"/> | <input type="checkbox"/> | Agilon View Only (Read only security group) |
| <input type="checkbox"/> | <input type="checkbox"/> | Agilon Inquiry/Update (Basic UA Security Group) |
| <input type="checkbox"/> | <input type="checkbox"/> | Director of Development/Annual Giving Staff (DOD security group) |
| <input type="checkbox"/> | <input type="checkbox"/> | Alumni Event Staff (Event Security Group) |
| <input type="checkbox"/> | <input type="checkbox"/> | Agilon ability to add/delete BGSU affinity codes |

Affinity codes are used to track donor preference and affinity to BGSU. Training is required before this functionality can be added to your profile. Please contact University Advancement @ 2-2424 for affinity code training.

Affinity Code Training _____ Date _____

External Staff (Campus Departments)

Add Delete

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Agilon View Only (Read only security group) |
| <input type="checkbox"/> | <input type="checkbox"/> | Agilon Inquiry/Update (Basic Non UA and Non UA Plus security groups) |
| <input type="checkbox"/> | <input type="checkbox"/> | Agilon ability to add/delete BGSU affinity codes |

Affinity codes are used to track donor preference and affinity to BGSU. Training is required before this functionality can be added to your profile. Please contact University Advancement @ 2-2424 for affinity code training.

Affinity Code Training _____ Date _____

Other

Add Delete

- | | | |
|---|--------------------------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Query Runner |
| Query runner access allows you to run your own on demand reports from a library of over 300 reports. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Query Writer |
| Query writer access allows you to create your own reports or modify the existing library of over 300 baseline reports to meet your needs. Query writers are expected to follow guidelines ensuring their work is auditable. | | |

Please contact University Advancement @ 2-2424 for query training.

Query Training _____ Date _____

Special Instructions (Optional)

Please list additional access you would like to request.

Approval

By completing and submitting this Security Request form I am re-confirming that I agree to abide by the Bowling Green State University Advancement Division, Office of Alumni and Development and the BGSU Code of Ethics and Conduct as outlined in my Staff / Student Handbook as originally agreed to upon receiving my BGSU account.

Applicant Signature _____

Date _____

e-mail _____

Supervisor Signature _____

Date _____

Submit completed form to:

Mileti Alumni Center
Alumni Drive
Bowling Green, Ohio 43403
Phone (888) 839-2586

UA AVP or VP Signature _____

Date _____