

UNIVERSITY OF OTTAWA
 Request for access
 Xtender/WebXtender System

Note: Requests for access must be renewed every time a person assumes a new position at the University requiring access to the Xtender / WebXtender System. Please print, send the form, duly completed and signed, to Information Technology by email at itscs@uottawa.ca.

1. Type of Request		
New request access	Access modification	Remove access

2. User Identification		
Last name	First name	Employee number
Faculty, service, school	Department	Phone
Position Title	Email	If term employment, give termination date (mm/dd/yyyy):

3. Replacement: Is this employee replacing another employee in his/her role? If yes, remove system access for:	
Employee's name	Employee's number

4. Declaration
<p>All University of Ottawa employees with administrative responsibilities must abide by the following rules:</p> <ol style="list-style-type: none"> <i>I certify that the functions to which I am given access are part of my official responsibilities at the University.</i> <i>I understand the personal nature of the information to which I am granted access and agree to only use that information for the express limited purpose of evaluation.</i> <i>I agree to not disclose any of this information for any purpose other than those directly related to my work functions and I understand that I may be subject to discipline should I use the information for any other purpose.</i> <i>I am responsible to retain the confidentiality of my personal computer passwords. I will not pass them on to anyone else under any circumstance.</i> <p style="text-align: center;"> _____ _____ <i>Signature (Requester)</i> <i>Date (mm/dd/yyyy)</i> </p> <p><i>Should there be any errors made in the assignment of account or failure to change passwords, I agree to notify the Service Desk (613-562-5800 ext. 6555) immediately.</i></p>

5. Approbation		
Names (print)	Signature	Date (mm/dd/yyyy)

6. User roles					
Undergraduate admission					
Scanning	Indexing	Annotation	Viewing	Print	Deleting
Admission graduate studies					
Scanning	Indexing	Annotation	Viewing	Print	Deleting
Registration graduate studies					
Scanning	Indexing	Annotation	Viewing	Print	Deleting
Financial aid and awards					
Scanning	Indexing	Annotation	Viewing	Print	Deleting
InfoService					
Scanning	Indexing	Annotation	Viewing	Print	Deleting
Financial services					
Scanning	Indexing	Annotation	Viewing	Print	Deleting
HR_FTPROF					
Scanning	Indexing	Annotation	Viewing	Print	Deleting
Common Law					
Scanning	Indexing	Annotation	Viewing	Print	Deleting
Civil Law					
Scanning	Indexing	Annotation	Viewing	Print	Deleting
Saint-Paul University					
Scanning	Indexing	Annotation	Viewing	Print	Deleting

7. Information Technology	
_____	_____
<i>Signature</i>	<i>Date completed (mm/dd/yyyy)</i>

8. For internal use only		
Xtender Listserv	Confirmation email	User account

Governing record-keeping and access to records policies:

1. Policy 14a : Student Record Policy (www.uottawa.ca/administration-and-governance/policy-14a-student-record)
2. Policy 117 : Information Classification and Handling (www.uottawa.ca/administration-and-governance/policy-117-information-classification-and-handling)
3. Procedure 26-1 : Student Information System Access Control Procedure (www.uottawa.ca/administration-and-governance/procedure-26-1-student-information-system-access-control-procedure)