

Directory Administrator Access Authorization

Name:	Last, First, MI		
Telephone:		Cell/Pager:	Fax:
Department:	Address (Box):		
Email Address:			
Primary Telephone Department Coordinator (TDC):			

Telephone Department Coordinators (TDCs) are department representatives responsible for updating on line information for employees within their department. Each TDC is responsible for timely management of business data including office locations, telephone numbers and email addresses. This information is housed in the online directory databases and is used for the online and printed directories.

<http://www.rochester.edu/its/>

Follow the ITS Online Services link to access the Directory Updates Page, User's Guide and the Department Permissions Form.

Change authority is requested for the following individual(s):

Name (Please print)	NetID	Email	Division / Department(s)
_____	_____	_____	____/____ ____/____
_____	_____	_____	____/____ ____/____

DEPARTMENT ADMINISTRATOR:

As department administrator, I agree to maintain the confidentiality of the information in the Online Directory database and to be responsible for my department's secure and confidential use of the update interface. I agree to access information only about my department's listings. Information will be used for maintenance and data integrity checks of the demographic information on faculty and staff in our department. I will maintain confidentiality of the data and assure that all information obtained from these files is handled appropriately.

I will not use or condone the use of another person's NetID or password and I will not share or condone the sharing of NetIDs or passwords with others. Violations of these guidelines will be dealt with seriously, up to and including dismissal.

Department Administrator	Signature	Telephone
Department Head / Chair	Signature	Telephone

Mail to:
ITS/Networking & Communications Services
PO Box 278937

Fax to:
275-0452

For assistance:

Email: ITSHelp@rochester.edu

Phone: x52000 or x44357

5/2/2006

<http://www.rochester.edu/its/ncs/services/directory/DirAdminAccess.pdf>

Office Use Only:	Date Received:	Date Completed:
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Reminder:

Primary Telephone Department Coordinator (TDC): This is the individual whom ITS can communicate with regarding Directory issues and is responsible for Directory proof processes.

Change authority for individual(s): Please list those in the department that you would like to grant access permission to. If you are changing or deleting permissions, please indicate that in the division department section. Individuals who are added here will be added to the ITS TDC mailing list and will be considered Telephone Department Coordinators. Individuals who have their permissions canceled will be removed from the email list and their TDC status and responsibilities will end. Below is an example:

Name	NetID	Email	** Division / Department(s)
<u>Kathleen Williams</u>	<u>KWILLIAMS</u>	<u>kathy.williams@rochester.edu</u>	<u>10/0110</u>
<u>Peter Pirro</u>	<u>PMGPIRRO</u>	<u>peter.pirro@rochester.edu</u>	<u>CANCEL 10/0110</u>

All access request forms require the signature of the department administrator. Please ask the Chair or Head of the department for signature in the case of the Department Administrator being the person asking for change access.

Mail to:
ITS/Networking & Communications Services
PO Box 278937

Fax to:
275-0452

For questions or comments please use the ITS website (<http://www.rochester.edu/its/>).
If you have specific questions please call ITS at x44357.

For assistance:

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Phone: x52000 or x44357

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