

Instructions and Application for NUID Lookup and/or SSN-to-NUID Mapping Applications

4/6/07

Step	Action
1	<p>ACCOUNTHOLDER or MANAGER prints a copy of these instructions. The procedure and form can be accessed by pointing a browser to www.infoservices.neu.edu, and downloading the NUID Lookup application package.</p> <p>ACCOUNTHOLDER completes and signs part 1. <u>The accountholder myNEU user ID must be clearly shown.</u></p> <p>The MANAGER completes and signs part 2.</p>
2	<p>MANAGER faxes pages 2 and 3 to Information Security at fax #4354.</p>
3	<p>INFORMATION SECURITY AND IDENTITY SERVICES verifies personal information, activates access, and notifies accountholder by email. If the accountholder does not have NU email service, the authorizing manager is notified.</p> <p>Access to NUID Lookup and/or SSN-to-NUID Mapping Applications is via myNEU. Password pickup is not required. Applicants will be notified by email when the requested access is ready.</p>

**NUID Lookup and/or SSN-to-NUID Mapping
 ACCOUNT APPLICATION COVER SHEET
 4/6/07**

Date

Part 1: Accountholder Information

Accountholder Name	Position Title	Department
Campus Address	Email Address	Telephone

Accountholder myNEU user ID (do not write the myNEU password !) NOTE: Please do not write the 9-digit NUID number. -->	<--	NON-EMPLOYEE ROLES <i>End date MUST be shown, and cannot exceed one year from date of request.</i>
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Roles-> Check one->	Employee, staff or faculty []	Student (work study, Coop, Teaching/Grad Assistant) []	Part time staff or faculty []	Consultant []	Temporary []
Write end date----->	----- end date MMDDYY	----- end date MMDDYY	----- end date MMDDYY	----- end date MMDDYY	----- end date MMDDYY

Accountholder Agreement: Northeastern University systems are to be used according to the terms of the Appropriate Use Policy (www.help.neu.edu). **I further agree to:** access, distribute and share data, including test data, only as needed to conduct University business as specified in my position/engagement description, respect the confidentiality and privacy of individuals whose records or data I access, observing all ethical and legal restrictions that may apply, protect and be personally accountable for all work performed under my user id(s) and password(s), logout when leaving my workstation, report knowledge of security breaches to the University Data Administrator, and comply with all department and University security policies and procedures.

NOTICE: This application is not an employment contract in any form, although adherence to these standards is a condition of employment or continued role. Access granted pursuant to this application does not give rights of any kind, and may be changed by Northeastern University without notice at any time.

I have read and will abide by the above agreement and the Appropriate Use Policy (www.help.neu.edu). Under these terms, I request access to the services identified on the accompanying provisioning sheet be established.

Accountholder Signature: _____ **Date:** _____

Part 2: Manager Approval and Agreement

Manager Name	Position Title	Department
Campus Address	Email Address	Telephone

I approve this request for data access in accordance with University Policy. For the accountholder named above, I approve the grant or continuance of the profiles listed on the attached sheet. I certify these profiles are required to allow the named accountholder to perform assigned work-related duties.

Manager Signature	Date
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THIS SHEET MUST BE ACCOMPANIED BY NUID LOOKUP and SSN-to-NUID MAPPING APPLICATION COVER SHEET

N: NUID LOOKUP and/or SSN-to-NUID MAPPING ACCESS (040607)

Print the accountholder name ->

Access request type Mark one box →	NEW access	DELETE access	MODIFY access	
Reason for request Mark one box →	New hire	Termination	Transfer	New Responsibilities or NUID Conversion

▼ **Mark the box(es) below that correspond to the service(s) desired** ▼

NUID LOOKUP []	SSN-to-NUID MAPPING [] This service is for use only by individuals converting large or complex databases from SSN to NUID. Special training may be required before using this application. Contact IS Customer Service at x4357 for details on how to obtain training.
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******* SECTION BELOW IS FOR ADMINISTRATIVE USE ONLY *******

Team	Action	Initial	Date
Information Security	Verify identity data		
	Notify is-isos-IDM of the myNEU ID to be flagged and the services to be provisioned.		
Identity Management	Set flags for appropriate services		
	Notify ITSECURITY@NEU.EDU that flag is set		
Information Security	Notify user that account is set up		
	Store account application in provisioning book		