An individual who needs access must contact one of the approvers described below as appropriate for the level of access they are requesting. Upon approval, the request is forwarded to the Access Administrator of the respective unit. The Access Administrator prepares and submits the request to OAAIS through an online form at: http://help.ucsf.edu/custom/advance_request.jsp. Access Administrators should not accept requests directly from individuals unless they have the approval of the persons noted below. Likewise, OAAIS should not accept requests unless they are submitted by a designated Access Administrator.

Individual → Acad Personnel Approver → Access Administrator → OAAIS
         (noted below) (completes web form) (enables access)

**Departmental Access**

a) Person who approves requests for departmental access: Department MSO (or MSO’s designee)
b) Range of approval authority:
   - Allow access to small unit(s), e.g. divisions, within Department
   - Allow access to all department records
   - Allow someone from another department access to a unit or the entire population of departmental records as appropriate to business needs (Note: this is not the same as joint dept access)

**School-wide Access:**

a) Person who approves requests for School-wide access: Academic Affairs Manager for the School
b) Range of approval authority:
   - Allow access to multiple departments within the School
   - Allow access to all School records
   - Allow someone from another School access to the entire population of School records as appropriate to business needs

Note: if someone needs departmental access (but not School-wide access), they should arrange for this via the department approvers

Approval for School-level access is limited to the following Academic Affairs Managers:
   Nursing: Michelle Pero
   Pharmacy: Nancy Walters
   Medicine: Amy Friedli
   Dentistry: Shirley Hodges

**Campus-wide Access:**

a) Person who approves requests for campus-wide access: Director of Academic Personnel
b) Range of approval authority
   - Allow access to multiple Schools on the campus
   - Allow access to all campus records as appropriate to business needs

Note: if someone needs School-wide access (but not campus-wide access), they should arrange for this via the School approvers
   Cynthia Lynch Leathers, Director of Academic Personnel
   Carol Miller, Academic Data Manager (as back-up to, or in the absence of, the Director of Academic Personnel)