
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Information Technology Policies Manual	Policy Number	IT-15	
		Effective Date	02-Mar-2014	
	Subject	Signatory Authority	Most Recent Review Date	01-Dec-2013
	<i>Responsible Office:</i> Chief Information Officer		Due Date for Next Review	01-Sep-2016
		Pages of this Policy	1 of 1	

15. Signatory Authority: Information Technology

Transaction Description	Signature Authority Level								
	Data Custodian	UITS Director	Dep. Director	Chief Information Officer	Dean	Secretary General	Vice Chancellor	Chancellor	University Council
Approval of new policies or amendment of existing ones				X			X	X	X
Approval of new procedures or amendment of existing ones				X			X		
Access to department's generic mailbox and mailing list				X					
Access to UAEU user's mailbox				X			X		
Approve access to departmental shared network resources		X							
Approve access to non UAEU members		X		X					
Banner production data change request (HR/Finance)	X	X				X			
Banner production data change request (Student Information System)	X	X			X				
Blackboard data change request	X	X			X				
Blocked sites access request		X		X					
IT resource/service request		X		X					
Desktop/laptop replacement requests		X		X					
Web domain cancellation/creation		X		X	X				
Grant authorized users appropriate access to the data and applications	X								
Investigate and alleged violation of IT resources / services				X					
Message broadcast request				X					
Enable/disable users accounts				X					