

 UAEU	Information Technology Policies Manual	Policy Number	IT-00
		Effective Date	12-Aug-2018
	Subject Signatory Authority <i>Responsible Office:</i> Chief Information Officer	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
		Page Number	1 of 1

Signatory Authority: Information Technology

Transaction Description	Signature Authority Level						
	Data Custodian	DoIT Directors	Dean/Dep. Director	Chief Information Officer	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	X			
Access to UAEU user's mailbox			X	X	X		
Access to UAEU user's desktop Data		X	X	X			
Approve access to departmental shared network resources.		X	X				
Approve access to non UAEU members		X	X	X			
Banner production data change request (HR/Finance)	X	X					
Banner production data change request (Student Information System)	X	X					
Blocked sites access request		X		X			
IT resource/service request		X	X	X			
Desktop/laptop replacement requests		X	X	X			
Web domain cancellation/creation		X		X			
Grant authorized users appropriate access to the data and applications	X						
Investigate and alleged violation of IT resources / services		X		X			
Department / college request of internal investigation			X	X			
Message broadcast request		X		X			
Enable/disable users accounts		X		X			