

## OIA Data Center Access Agreement

To request authorized access to the OIA Data Center located in the West Bank Office Building (WBOB) the following document must be signed by you and your manager, and mailed to:

OIA Operations Manager  
 1300 South Second Street Suite 660  
 Minneapolis, MN 55454  
 660 WBOB

You understand and agree to the following guidelines:

- Data Center access is limited to System Administrators.
- You will not allow anyone else to use your U card for the purposes of entering the OIA Data Center.
- You will not grant access to the OIA Data Center to any personnel who do not already have approved access.
- OIA Computer Operations staff on duty will be notified at time of arrival and departure of any outside vendors or non-authorized personnel that are escorted into the OIA Data Center by authorized personnel.
- Authorized staff will only work on the particular equipment and/or carry out their normal business process for which they are responsible.
- Only OIT staff is allowed to perform work under the Data Center's raised floor. Any work that is required under the Data Center's raised floor will be directed to OIT staff.

I have read the above guidelines and agree to abide by them. I understand that failure to adhere to these guidelines can result in revocation of my access privileges.

Reason for access \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requestor's Name \_\_\_\_\_ Campus Phone \_\_\_\_\_ Department \_\_\_\_\_

Email address \_\_\_\_\_ U Card Number 600953 \_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

Requestor's Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

The OIA Management team will review your access request. You will be contacted if additional information is required. Once the review is complete you will be notified by email.

OIA Operations Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

OIA Enterprise Services Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

**Do not write below this line. (For admin purposes only)**

RM14	RM32	RM10	RM30	RM30W	RM20E	RM20SE	RM20SW	RM20A	RM20B	RM21	RM2