



KACE ACCESS REQUEST FORM

Information Technology Department

APPLICANT SECTION INFORMATION

Name: _____ Title: _____
Department: _____ Phone No: _____
E-mail address: _____ eRaider ID: _____
TD Order Number: _____ R#: _____
Supervisor's Name: _____

Please provide a justification for access to KACE:

Applicant Acknowledgement

I understand that KACE access granted to me at the request of the sponsor listed below is a privilege and is to be used in connection with my assigned duties, and may be revoked at any time without notice. I agree to safeguard and not reveal or disclose my password, nor will allow anyone to use the requested account. I am aware that any violation of the TTUHSC El Paso Information Technology (TTUHSC EP IT) and IT Security policies may lead to the immediate suspension of my computer privileges and/or revocation of KACE access.

I also understand that this software is only a supplementary tool to the primary software used for my job function. I understand that KACE will not replace those tools and it will be subject to the following guidelines:

- Only PCs or laptops that are connected to the TTUHSC EP network have the KACE agent.
- If the PC or laptop is not connected to the TTUHSC EP network or has never been connected to the TTUHSC EP network, it will not be visible in KACE.
- If the PC or laptop is not used or connected to the TTUHSC EP network in a period of 60 days, the agent will be disabled and the device will not be visible in KACE until the device connects back to the TTUHSC EP network again.
- Read Only access will be provided and it will expire every year. If access is needed again at the end of the period, a request form will have to be submitted.
- Each TTUHSC EP department is responsible for their inventory. If a PC is removed from its original location, it is the responsibility of the department to notify the TTUHSC EP IT Department of the new location. Also, it is each department responsibility to follow the appropriate guidelines to surplus computer equipment.

Any lost or stolen devices should be reported following the following procedure: <https://el Paso.ttuhs c.edu/opp/ documents/63/op6310b.pdf>

Applicant Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

TTUHSC EP IT Department Director Acknowledgment

I agree to sponsor the KACE user account for the applicant listed above. I understand that granting access for the applicant is an exception to IT policy; however, I acknowledge that I have the authority to request exceptions to policy and that I'm accountable for all such exceptions. It is my responsibility to inform the TTUHSC EP IT Department when there is a change in the applicant's status, which includes but is not limited to: dismissal, separation, transfer, or when access privileges are no longer required.

TTUHSC EP IT Director Signature: _____ Date: _____

TTUHSC EP IT Approval Section

Name: _____ Signature: _____ Date: _____