



# APPLICATION USER AUTHORIZATION FORM

APPLICATION NAME: SkillSurvey  
(Electronic Reference Check System Access)

Email completed form to [uwjobs@wisc.edu](mailto:uwjobs@wisc.edu)

## 1. User and Position-Related Information

<b>User Information</b>	
Last Name: <input type="text"/>	First Name: <input type="text"/>
UDDS: <input type="text"/>	
Title: <input type="text"/>	
Department: <input type="text"/>	
Email Address: <input type="text"/>	

## 2. Authorization: List the UDDS(s) for which the user should be able to access SkillSurvey Reference Checks (ex: A, A02, A0201, A020110). Select an Action and Access Level for all requested systems.

UDDS(s):	Role:	Add or Remove:
	Department HR	Add    Remove
	Division HR	Add    Remove

## 3. Legal Agreement

Violation of this agreement may result in disciplinary action or legal action or both.

Your use of University computing resources is restricted to authorized University of Wisconsin business. You will be held responsible for a security breach traceable to you or your assigned logon identification initials. You will be held liable for any willful misuse or deliberate system damage traceable to you or your logon identification initials. It is your responsibility to comply with the provisions of the Federal-Family Education Rights and Privacy Acts (FERPA), the University of Wisconsin-Madison Policy on Student Records, and the UW-Madison Policy on Faculty and Staff Racial/Ethnic Heritage Data (governed by Wisconsin Public Records Law and by state and federal law) to protect the confidentiality of personally identifiable information.

## 4. Approvals

I have read and agree to the above terms.

<b>User Signature:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
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I have reviewed this request and confirm that the requested access is necessary and appropriate for the listed user and position.

<b>Supervisor Name (Print):</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
<b>Supervisor Signature:</b> <input type="text"/>	
<b>Sch/Col/Div JEMS Custodian Name (Print):</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
<b>Sch/Col/Div JEMS Custodian Signature:</b> <input type="text"/>	