

# AssetWorks User Authorization Form

Please return completed form to:  
[ppcustomerservice@fpm.wisc.edu](mailto:ppcustomerservice@fpm.wisc.edu)

## Security Policy

- A user must already have a NetID before requesting Assetworks access.
- When a user has been granted access, notification will be sent via email. Upon notification, users will be able to access Assetworks and the Old Work Orders in BOX using their existing NetID and password.
- The campus department should notify [ppcustomerservice@fpm.wisc.edu](mailto:ppcustomerservice@fpm.wisc.edu) if someone's access to the system should be removed. This will not occur automatically when a person leaves.

## User Agreement Terms

- Your password is intended for your use alone. You must not disclose your password to anyone. Your password verifies your logon identification initials and you are responsible for keeping it confidential.
- Change your password immediately if you suspect another may know your current password.
- You may only use your access to data for authorized University of Wisconsin business.
- You will be held responsible for any security breach traceable to your assigned logon identification initials.

## Authorization Request

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee ID Number \_\_\_\_\_ NetID: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Division/Department Number and Name: \_\_\_\_\_

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Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ (Print Name) \_\_\_\_\_ Date: \_\_\_\_\_

Dean's office Signature **(Required)** \_\_\_\_\_ (Print Name) \_\_\_\_\_ Date: \_\_\_\_\_