AssetWorks User Authorization Form

*Please return completed form to:*
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 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: __________________________________________

__________________________________________________________

Requestor’s Signature: ___________________________ Date: ____________

Supervisor’s Signature: ___________________________ (Print Name) Date: ____________

Dean’s office Signature (Required) (Print Name) Date: ____________

Form last updated: 08/16/19