

# Rhodes University Policy on Emergency Access to ICT Accounts and Information

## Access request form

### Affected staff member

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

Username: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Justification for emergency access (e.g. illness, termination, deceased):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Access requestor

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

E-mail address: \_\_\_\_\_

### Access authorised by

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

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Access required

Please tick all types of access requested. If space is insufficient, please continue on another page.

- Out of office message** (may be authorised by Head of Department/Division)

I&TS will set an automatic response for all new messages received by the affected staff member. We recommend providing alternate contact details for personal and official correspondence.

End date (if known): \_\_\_\_\_

Subject: \_\_\_\_\_

Message: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Access to e-mail, Google Drive or Calendar contents** (authorised by Registrar or VC)

The requestor listed above will be permitted access to the affected staff member's account in person in the I&TS offices in order to find and copy relevant messages/files.

- Access to desktop/laptop PC** (authorised by Registrar or VC)

PC asset number: \_\_\_\_\_

Location of PC: \_\_\_\_\_

- Other, under special circumstances** (authorised by Registrar or VC)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For I&TS use

Processed by:

---

Date:

---

RT ticket number:

---

Access granted:

---

---

---

---

---

Form revised 18 November 2019