



International Access Request Form PeopleSoft PROMT/HR/FINANCE

Authorization signatures must be present before any security firewall configuration change for allowing PeopleSoft PROMT/HR and Finance to be accessible from a foreign country.

Configuration Type <i>New. Reconfigure Existing. Disable. or Delete</i>	Firewall ACL configuration modification.
Request Date:	

User Full Name: <i>First, Last</i>		Employee ID:	
User Organization	<i>Peralta site, or Company:</i>		
	<i>Department:</i>		
	<i>Phone Number:</i>		
	<i>Email:</i>		
	<i>Country of Travel:</i>		
	<i>IP Address of the foreign Country:</i>		

Important Note: If IP address changes, a new authorization form must be completed and approved by IT Manager before security firewall configuration can be updated. Allow 72 hours for this process to be completed.

Expiration Date::	
Authorizing Manager	<i>Name:</i>
	<i>Position:</i>
	<i>Phone#</i>
	<i>Email:</i>
	<i>Signature:</i>
	<i>Date:</i>

Authorizing IT Manager Name:	
Authorizing IT Manager Signature:	