

Event Calendar Provisioning – Approval Form

|  |  |
| --- | --- |
| **Requester Information** | |
| Name of Requester |  |
| Faculty/Unit and Department |  |
| Phone Number |  |
| Email Address |  |
| **Approver Details** | |
| Calendar Site Approver Name (Site Administrators only) | Click or tap here to enter text. |
| **For User Access Request** | |
| Email Address of user:  (ie. email@Umanitoba.ca) | Add  Remove  Click or tap here to enter text. |
| Level of Access Requested: | |
| Site Administrator | Create, Edit, publish and delete events. |
| Site Approvers | Approve and publish events. |
| Event Coordinators | Create, edit and submit events only. |
| **For Site / Category Request (MCO Approval Required)** | |
| IST Service Desk will consult with MCO office for any Calendar or Category name requests and attach approval email to this document. Email approvals will be sent to [Michael.Marshall@umanitoba.ca](mailto:Michael.Marshall@umanitoba.ca) | |
| Name of Category requested | Add  Remove  Name of Category Click or tap here to enter text.  Special Instructions:  Click or tap here to enter text. |
| Name of Event Calendar Site Requested | Add  Remove  Informational Only  Name of Site: Click or tap here to enter text. |

Please refer to the Access and Privacy Office recommendations document below;

<http://umanitoba.ca/admin/vp_admin/ofp/fippa/media/Event_Registration_Guidelines.pdf>