

Event Calendar Provisioning – Approval Form

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| **Requester Information** |
| Name of Requester | Click or tap here to enter Name of Requestor. |
| Faculty/Unit and Department | Click or tap here to enter Faculty/Dept. |
| Phone Number | Click or tap here to enter Phone Number. |
| Email Address | Click or tap here to enter Email. |
| **Approver Details** |
| Calendar Site Approver Name (Site Administrators only) | Click or tap here to enter Approver. |
| **For User Access Request** |
| Email Address of user:(ie. email@Umanitoba.ca) | Add [ ]  Remove [ ]  Click or tap here to enter Email. |
| 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 Jamie.Isfeld@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>