

Two-factor authentication tokens are assigned for user accounts with elevated privileges to designated systems or services that are restricted by two-factor authentication. Supervisors/Owners are responsible for securing hardware tokens and notifying Identity Management when restricted access is no longer required, or the employee transfers or leaves the university.

Type all required information, then print, sign, scan and email completed form to radford@service-now.com with subject line Department Account Request. Allow 3 business days for processing.

Elevated account
name:

Resource/
system/
application
requiring 2-factor:

By signing this form, the Custodian and Supervisor **AGREE** they have read and will abide by the Acceptable Use and other Security Policies defined by Radford University (see technology policies at <http://www.radford.edu/content/it/home/it-policies.html>). **All information and signatures below are required.**

CUSTODIAN INFORMATION

First Name

Last Name

RUID#

E-mail Address

Department

Job Title

Custodian
Signature

SUPERVISOR/OWNER CONTACT INFORMATION

First Name

Last Name

RUID#

E-mail Address

Department

Job Title

Owner
Signature

Questions? Call 540-831-7500
Visit iOneStop at www.radford.edu/onestop