

**Section 1: Information**

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Request Date: E-mail:  
 Employee Name: Phone:  
 Title: ID #:  
 Supervisor: FAX:  
 Division:

**Section 2: Action Requested**

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Establish as New User
Modify User Access
Revoke User Access

**Section 3: Access is requested for Admin 3**

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**Admin 3** is the third highest level of access to **GLACIER**. An **Admin 3** may:

- Add New Individual Record
- Review Individual / Entity Records
- May use the Tax Calculator

[Completed the ITS Computer Security Training](#)

[Completed the Admin Guide \(Power Point Presentation\)](#)

**Section 4: Authorization**

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My signature on this application constitutes my receipt of and intention to comply with university policies governing the use of this account. As a PeopleSoft user, I have read and signed the access to information statement. I also understand that I am responsible for the accuracy of the data entered into GLACIER. I will not disclose my private claim in any matter.

**Required: Admin 3 must sign below**

Applicant Signature:

Date:

Unit Head Signature:

Date:

**Section 5: Submission**

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Upload and submit through DocuSign to the email: [fadsfar@ucsc.edu](mailto:fadsfar@ucsc.edu)

**OR**

Scan completed form to: [glacierhelp@ucsc.edu](mailto:glacierhelp@ucsc.edu)