iShield Security Access Request

Revised: September 3, 2020

This form must be used to request access for an employee to transfer (download) data from CU*BASE to a local workstation. Per the CU*Answers Client Support Security Policy, a special software tool restricts which users can download data from CU*BASE. Access can be requested only by an authorized Credit Union Security Officer. This restriction is intended to protect the credit union against potential fraud from employees attempting to gain unauthorized access to member data. **Submit one form per employee, please.**

Authority Change for Credit Union Employee

CU Employee Name		CU*BASE User (Login) ID	

This employee:

☐ Does not currently have any download access.

    INSTRUCTIONS: Use the ADD section below to check only the permissions this employee actually needs.

☐ Already has some download access.

    INSTRUCTIONS: Use the sections below to check the things you want to *change*, either add or remove, <u>not</u> the items to which the employee already has access.

Download Authority

ADD Authority

Grant this employee **new** access privileges to pull data from the following CU*BASE table(s) to a local workstation:
(DO NOT check the box if the employee already has access to a particular table.)

☐ AIRES tables in FILExx (AIRESLNDN & AIRESSHDN)

☐ Other table(s) in FILExx (specify) [_____]

☐ All tables in QUERYxx

IMPORTANT: Mark ONLY the permissions this user actually needs. Do NOT check a box unless there is a specific business need!

This employee will use the following tool(s) to pull data from CU*BASE to a local workstation (check at least one):

☐ Data Transfers (Tool #1375)   ☐ Data on the Move (Tools #349 and #422)

REMOVE Authority

Revoke this employee's existing access privileges to download data from these table(s):

☐ AIRES tables in FILExx (AIRESLNDN & AIRESSHDN)

☐ Other table(s) in FILExx (specify) [_____]

☐ All tables in QUERYxx

Credit Union Authorization

➔**IMPORTANT NOTE:** This form <u>must</u> be signed by an authorized credit union Security Officer. If a Security Officer is not available, we cannot guarantee that download authority will be granted, even if the form is signed by a credit union CEO. Our policy requires that in order to protect credit union data we will follow up on any "urgent" download requests by requiring additional authentication from the credit union.

☐ I understand that provisions must be made to secure any data stored on a local workstation or network drive.

☐ I understand is my credit union's responsibility to monitor the daily LSECAUDIT report showing who performed downloads, and the monthly LSECAUDITM report showing who has download authority. *(Both are available in CU*Spy.)*

Credit Union		CU #		CUID	
Security Officer					
Signature		Date			

Instructions

To transmit this request securely, please **save this form** as a *.PDF document and **attach it to a question** in the AnswerBook.
(Or you may fax it to a Client Services Representative at 616-285-7285.)