

ACCESS AUTHORIZATION FORM Astra Schedule User Account (Resource and Facilities Scheduling Application)

Please note that failure to fill this form completely and correctly will result in the return of the form and a delay in processing your request. For assistance or instructions on how to fill this form, please refer to the AdCS website <http://adcs.aucegypt.edu>.

DATE: / /
 DD/MM/YYYY

TYPE OF REQUEST:

Creation:

Modification:

Deletion:

EMPLOYEE INFORMATION:

Name:

Title:

Email:

Building & Room:

HR ID:

Department:

Extension:

Mail Code:

ASTRA USER PROFILES:

Schedule and Events Administrator: *(authorized to add/delete/schedule/view all sections, events, rooms, resources)*

Schedule Administrator: *(authorized to add/delete/schedule/view all sections)*

Events Administrator: *(authorized to add/delete/view any events)*

User: *(authorized to view **only** all sections, events, rooms and resources)*

ASTRA USER SPECIAL FEATURES:

Bulk Scheduling: *(authorized to bulk schedule & switch to/from scenario/production modes)*

Double booking: *(authorized to double book sections)*

Sections Configuration: *(authorized to configure course, section, instructor & meeting preferences)*

Room Configuration: *(authorized to configure regions, building & room information – type & features)*

Resource Configuration: *(authorized to configure resource information)*

Standard Reporting: *(authorized to create/run standard reports)*

Custom Reporting: *(authorized to create/run custom reports)*

ACKNOWLEDGEMENT OF CONFIDENTIALITY:

I understand that The American University in Cairo systems contains sensitive and confidential information. In accordance with University Policy and the Code of Academic Ethics (www.aucegypt.edu/resources/acadintegrity), I will maintain adequate security precautions for access, use, retention and disposal of student data. I certify that the Astra User ID(s) will be used for work justified by the programs of The American University in Cairo University systems. I understand that illegal use of data, computers, computer programs, systems or networks or supporting documentation is a violation and is therefore, punishable.

User Signature

Date

Department Head Approval

Date

DATA OWNERS AUTHORIZATION:

University Registrar

Date

SCE Director of Enrollment

Date

ADMINISTRATIVE COMPUTING SERVICES USE ONLY:

User name: _____

Created By: _____

Date: _____

Instructions:

To be granted access to the Astra Scheduling application, you need to go through the following steps:

1. Fill the respective form online. Make sure you have filled all information required in a complete and accurate manner.
2. Sign the form by your direct supervisor in the acknowledgement of confidentiality.
3. Secure the authorization of BOTH application data owners in the data owner's authorization section.
4. Send it to Administrative Computing Services (AdCS) for processing.