UC RIVERSIDE
School of Medicine

System Access Request

Gaining Access

Departments with an FAO should reach out to the department FAO for system access. This form is for all other departments that do not have an FAO.

To gain access to R'Space or its associated systems, an employee must successfully complete the appropriate UCR School of Medicine Training and have a valid NetID. This form must be completed and signed by the employee and the employee's manager, then send to Business Operations ServiceNow ticket system: Generic Request.

Please allow up to 5 business days for the process to be executed.
** If the employee's NetID is invalid, the process will be delayed by 3-5 weeks.

A. Employee Information

NAME:	NetID:
EMAIL:	POSITION/JOB FUNCTION:
DEPARTMENT:	DIVISION:

B. Employee Agreement

By signing this form, I understand that my information is kept confidential.

EMPLOYEE SIGNATURE:	DATE:

C. Manager Approval

By signing this form, I approve this employee for access requested on the following pages.

MANAGER SIGNATURE:	DATE:
PRINT MANAGER NAME:	MANAGER EMAIL:

D. Additional Information

List the names of all the departments you are requesting access for:

If you need additional training, please specify:

Please identify any functionality you no longer need:

Departmental Use Only

SAA SIGNATURE:	DATE APPROVED:
ADDT. COMMENTS:	

E. Access Request

Access will only be granted with the proper unit manager approval and the requested functionality is required to perform your job.

Check the Appropriate Systems	Role