

RIT Finance & Administration
DATA STEWARD APPOINTMENT FORM

Section I – User Information (Please Print)

Department: _____

_____ Appoint Primary Department Data Steward _____ Appoint Secondary Department Data Steward

Section II – Data Steward Information

Primary Data Steward

Name (First, Last): _____

RIT Email: _____ RIT Phone: _____

Secondary Data Steward

Name (First, Last): _____

RIT Email: _____ RIT Phone: _____

List Network Shares the Data Steward(s) will have authority over (i.e. DEPT_sharename):

I will comply with the policies and responsibilities outlined by ITS in regards to the duties of a Data Steward. I hereby authorize the changes denoted by this document to be performed.

Print Data Steward's Name Data Steward's Signature Date

Print Secondary Data Steward's Name Secondary Data Steward's Signature Date

Section III – Authorization

I approve the assignment of Data Steward Responsibilities to this requester(s):

Print Department Head's Name Department Head's Signature Date

Email completed form to helpdesk@rit.edu or deliver to the ITS HelpDesk, Gannett Hall, Room 1113

Section IV – Official Use Only (Do not write below this line)

I approve the creation of this account:

Print ITS Administrator's Name UTS Administrator's Signature Date