



# UC San Diego Police Department Electronic Access Control System Authorized Administrator and Operator Form

Use this form to designate an individual(s) within your department or group to maintain the CCURE 9000 system. The designees will be responsible for adding and removing card holders, identifying and/or changing access schedules, and coordinating troubleshooting and notifications to your vendor/contractor and UC San Diego Police Department. The department Dean, Chair, Business Officer, or Director must approve and sign this form.

Two individuals must be authorized—a primary and backup—to maintain and update the system.

This individual will be responsible for:  
(check all that apply)

- Granting and Removing User Access
- Identify and Update Schedule
- Web App Access
- Client Software Access (Thick client)
- Access Management Portal (Share partitions)

Please select only one:

- New Admin
- Removing Existing Admin

Please select only one:

- Primary Administrator
- Backup Administrator

Partition: \_\_\_\_\_

Department or Group Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Job Division: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Campus Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Desk Phone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

I hereby authorize the above individual to administer and maintain the CCURE 9000 partition as specified above.

Authorizing Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

In order to setup the system account properly, please provide the following Operator information to ensure access:

AD Username: \_\_\_\_\_

Department: \_\_\_\_\_

Partition Name: \_\_\_\_\_

Building or Room(s): \_\_\_\_\_

IP Address: \_\_\_\_\_  Static  Dynamic  VPN  Add to CCURE VPN Pool (use if dynamic or unsure).