This form is used to indicate the appropriate role(s) for faculty and staff to whom authority has been delegated to assign Center Reviewers and Home Department Initiators and Reviewers.

Name: ________________________________
Email Address: __________________________
Department: ______________________________
Phone: ________________________________
Effective Date: _________________________

**Additional Comments:** (ex: replaces Jane Doe)

<table>
<thead>
<tr>
<th>PA Ctr Admin</th>
<th>Action</th>
<th>VUnetID</th>
<th>Employee Name</th>
<th>Node(s)</th>
<th>Node Type</th>
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**Approval Signatures** By signing below, the above named permissions or permission changes are authorized for ePAC to be entered into PM.

Approval 1:
Name (Print or type) ________________________________  Signature ________________________________  Date __________

Approval 2:
Name (Print or type) ________________________________  Signature ________________________________  Date __________

Approval 3:
Name (Print or type) ________________________________  Signature ________________________________  Date __________

**Office use for entry into STAR:**
Security Contact Approval
Name (Print or type) ________________________________  Signature ________________________________  Date __________
Welcome to the ePAC Delegated Workflow Administration Request form. This is an interactive PDF form. You can fill in the required fields and then print the form for approvals. Please note, this form is to be used for adding, deleting or changing access rights for ePAC PA Center Administrators and PA Home Department Administrators Low.

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Description</th>
<th>Able To</th>
<th>Home Dept or Cost Center Based</th>
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</thead>
<tbody>
<tr>
<td>PA Ctr Admin</td>
<td>This person can assign the PA Reviewer (O&amp;R) role on any centers and/or sum centers in a center based tree in Privilege Management.</td>
<td>Assign PA Reviewer at the Center or Sum to Center level</td>
<td>Center Based</td>
</tr>
<tr>
<td>PA HD Admin Low</td>
<td>This person can assign the PA Initiator and PA Reviewer (O&amp;R) roles on the Home Department Tree in Privilege Management.</td>
<td>Assign PA Initiator and PA Reviewer at the home department level</td>
<td>Home Dept Based</td>
</tr>
</tbody>
</table>

**How to fill out this form.**

1. Enter the requestor information at the top of the form. You can type in the information directly in the form. The effective date field allows you to select the date.
2. Add additional information in the Additional Comments box.
3. Add Role information. Please note, each role has its own section. Make sure that any edits are made in the correct section.
4. "Action" - What action are you performing (Add, Change, Delete)? This is a drop down list. Select your "Action" from the list.
5. "VUnetID" - Enter the employee's VUnetID.
6. "Employee Name" - Enter the employee's name.
7. "Node(s)" - This is the 6 digit home department number or the 10 digit center number. If you are entering multiple lines for an employee please fill out all the boxes on each line.
8. "Node Type" - Is the node a "Home Department", "SumTo" Home Department or a Center. This is a drop down list. Select the "Node Type" from the list.
9. **You cannot save an electronic copy of the form to your computer. Make sure you have filled in all the fields you want to before you print it.**
10. Print the form by pushing the print button at the top right of the form.
11. Gather the required Approval Signatures.
12. Route the request to the appropriate ePAC Security Administrator. See the ePAC Help Site for routing information.

**Troubleshooting**

If you enter an incorrect value in a data entry box, highlight the entry and delete it or retype the correct value.
If you select the incorrect value from a drop down list, click the drop down again and select the correct value.
If you select a drop down list value and you need to remove it, click the drop down again and select the blank value at the top of the list.