

User Access Exception Approval Record

User Details

User Name:

Employee ID:

Department:

Email Address:

Exception Request Details

System/Application Name:

Type of Exception:

Requested Access Level:

Justification:

Start Date:

End Date:

Risk Assessment

Potential Risk	Mitigation Strategy	Assessed By	Assessment Date

Approvals

Approver Name	Title	Status	Date	Comments

Signatures

Requested By

Date:
Department Head

Date:
System Owner

Date:
Security/Compliance

Date: