

# 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: