

Application for

Information Services and Technology
Identity Management Team
Email: calnet@berkeley.edu
Facsimile: (510) 643-8245

Department CalNet Deputy

(Revised December 5, 2013)

This is a fillable Adobe Acrobat PDF. You can fill it in and save it. If you send it to calnet@berkeley.edu from your personal berkeley.edu email account, there is no need to sign the form. Use this form to identify the individual in your department who will act as a trusted authority (deputy) to register departmental faculty and staff in the campus authentication server, and assist with passphrase resets. Each deputy must agree to confirm in person the identity of each faculty or staff member in your department requesting CalNet authentication assistance, and must attend a training class to become a deputy. To find UUIDs email addresses department codes and Department names, go to <http://directory.berkeley.edu>, and find and click on the record for the employee you wish to have deputized. Their UUID is to the right of their name. The 5 digit Processing unit is to the left of the department name for each employee in the directory.

Department Name: _____

Name of new deputy: _____ Unique Berkeley ID: _____

Deputy email address: _____ Phone No: _____

Check this box if this employee is a current deputy and you would like to add the following Processing Unit (department) codes to their list of departments they can assist.

List the 5 digit Org Node codes (Also known as Processing Units or OUs) for which this deputy has authority. (Also known as departmental codes. They can be found in front of a persons department name on their Campus Directory listing. Please add one code per line. The first OU added should be the home department of a new deputy)

*For training class dates and enrollment, visit the UCB Learning Center enrollment site at: <http://blu.berkeley.edu> and then choosing the "Learning center" link. The course name to search for is **CalNet Deputy***

Departmental Authorization

Departmental authorization can only be granted by the Department Chair, Management Services Officer, Director, or other equivalent authority. This form can be returned via email to calnet@berkeley.edu from the authorizer's Berkeley email account, or via fax.

Name: _____

Title: _____

Address: _____

Email address: _____

Phone number: _____ Fax number: _____

I authorize the individual named above to act as CalNet Deputy(s) for this department. I will notify the Service Desk immediately if a person is no longer authorized to act as a CalNet Deputy for this department.

Signature: _____ Date: _____

For IDM Use:
Processed by _____ Date _____
Date of class attended _____