

# UC Ready Admin+ Access Request Form

**Instructions:** Complete top half of form and send to [service@riskandsafetysolutions.com](mailto:service@riskandsafetysolutions.com) with the Subject line "UC Ready Admin+ Access Request Form"

Requestor Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Requestor Title: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_  
 Requestor Email: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_  
 Requestor Department: \_\_\_\_\_ Supervisor Phone Number: \_\_\_\_\_  
 UC Location: \_\_\_\_\_ Supervisor Department: \_\_\_\_\_  
 Request Date: \_\_\_\_\_ Supervisor approved by email: \_\_\_\_\_

## BELOW TO BE COMPLETED BY UC READY ADMIN

Profile	Yes or No	Plan Selections	Comments
<b>Continuity Admin+ (Campus)</b>		All EAP Plans All ITDR Plans All Continuity Plans	<b>Campus Continuity Planner (only one per Location, occasional exceptions where needed)</b>
<b>Continuity Admin+ (Health or Medical Center)</b>		All EAP Plans All ITDR Plans All Continuity Plans	<b>Med Center Continuity Planner (only one per Location, occasional exceptions where needed)</b>
<b>ITDR Admin+</b>		All ITDR Plans All Continuity Plans	<b>ITDR Planner (only one per Location, occasional exceptions where needed)</b>
<b>EAP Admin+</b>		All EAP Plans	<b>EAP Planner (only one per Location, occasional exceptions where needed)</b>

Approved by UC Ready Admin: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved electronically