

**OFFICE of the VICE PRESIDENT
and GENERAL COUNSEL**

University Contract Repository (UCR) - User Request Form

****Instructions:** This form is used to create or remove user access to the University Contract Repository which is maintained by the Office of General Counsel. Once a license has been issued, please notify OGC of any roll or employment status changes so that the repository can be updated.

Date:

Type of Request:

Add User(s)

Remove User(s)

New or Existing User Information

Division/Department:

Office/Business Unit:

List names of employees that you would like to add or remove access to the UCR. Access to contracts is defined at the file level; therefore individuals will have to be assigned to a file/contract in order to view the document. Assigning users to files occurs at the time an executed contract/agreement is uploaded to the repository and requires that the department complete and forward a [UCR Submission Form](#) for each contract.

Name	NetId	Title	Phone Number	Email

Primary Point of Contact for UCR Notifications and Reminders

The repository provides notifications and reminders for renewals and various other items. As a result, the department must provide a contact for these emails to be sent to. The department may opt for the notifications to be sent to their departmental email address since some of these reminders may extend out a year or more.

Name	Title	Phone Number	Email

Authorized Signatory

Name (Please Print):

Title:

Signature:

Date:

Deliver or FAX the completed form to the OGC attention Craig Sharpe