IT Portfolio Management Office
Encryption Service Request

Requester Information
User Name: ___________________________ Date: ____________
Department: ___________________________ Extension: __________
Windows User id: ______________________

Computer Information
Make: _______________________________ Model: _______________________
Serial Number: __________________________
Operating System: __________________________
S.T.O.P. Indicator on Computer circle Y or N  http://www.police.uoguelph.ca/stop.html
Technical Contact: _______________ Maintenance Id Required? circle Y or N
Preferred Maintenance id: _______________

Reason for encryption & description of information protected:
http://www.uoguelph.ca/itgov/documents/Encryptionpolicy-v_5.pdf
_____________________________________
_____________________________________
_____________________________________

Approval Information
Department Head: _____________________ Title: _______________
Signature: _____________________________

For PMO use only:
Request to WinMagic: ________________ Comments: ______________
Installation Date: ______________________

Return Requests via:
Campus Mail: Aileen Cameron, Office to the CIO, Vehicle Services
Fax: 519 767 1620
Scan and Email: aileenc@uoguelph.ca