IT Portfolio Management Office
Encryption Service Request

Requester Information

User Name: __________________________ Date: ______________

Department: __________________________ Extension: __________

Computer 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

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____________________________________________________________

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Approval Information

Department Head: __________________________ Title: ______________

Signature: __________________________

For PMO use only:

Request to WinMagic: ______________ Comments: ______________

Installation Date: __________________________

Return Requests via:
Scan and Email: aileenc@uoguelph.ca
Questions? Extension 54380