WISER ACCESS AUTHORIZATION

Return completed form to: finaccounting@bussvc.wisc.edu

Security Policy

Access to WISER allows access to data for all of UW Madison. Users must have a NetID before WISER access is granted. Once approved, the user will be notified via email. Upon receipt of the e-mail notification, users will be able to access WISER using their existing NetID and password. The signatures on this form act as a formal request. The requesting department should notify Accounting Services using this form if a user should be deleted. Deletion of users is not automatic when users leave the department or university.

User Agreement Terms

- Users must already have a NetID before requesting WISER access.
- Your password is intended for your use alone. You are responsible for keeping it confidential.
- Change your password immediately if you suspect another may know your current password.
- You may only use your access to data for authorized University of Wisconsin business.
- You will be held responsible for any security breach traceable to your assigned logon identification initials.

Authorization Request

Name: _____ Title: _____

NetID: _____ Employee ID:_____

Campus Address: _____

Email Address: _____

Division/Department Number and Name—_____

Please check the reason for submitting this request

☐ New user – a WISER logon will be assigned
☐ Change – my WISER logon is: _____
☐ Delete – please delete the above WISER user

Approvals

Requestor's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Dean's Office Approval:_____ **Date:** _____
(required) (Signature) (Print Name)

Form last updated: 8/26/26