

Mage Administrator Creation and Training Request

New Admin's Full Name: _____

GT account (e.g. gburdell3): _____

Departmental admins will receive administrative privileges over specific departments (as defined by OHR). Please name the department(s) or group of departments to be administered by this new admin, and give the GT account of at least one person from each department for which this new admin should receive administrative privileges. (The GT account names just help us to be sure that we're correctly assigning the administered departments to this new admin.)

Department(s) and/or GT accounts to be administered:

The new Mage admin will get access to Mage's training database, but they must be trained before their privileges can be enabled in the production database. The options for training are **(1)** mentor training (e.i., an existing admin in the same department shows the new admin the ropes and then signs off on that new admin's competence) or **(2)** one-on-one training with IAM personnel or one of the other central Mage people. (See <http://iamweb1.iam.gatech.edu/docs/services/Mage> for more detail.)

Training by: _____

(Write either the trainer's name, "OIT" to request 1-on-1 training, or "already trained".)

Authorization

A Mage admin has the ability to create, modify, disable, and delete accounts and email aliases of the people within their administrative sphere, including resetting passwords when called upon to do so, so OIT requires authorization in order to confer such privileges upon the new admin. This authorization must come from someone with organizational authority over the relevant users. Since admins sometimes cover more than one department, multiple authorizations might be needed.

Title: _____ Date: _____

Printed Name: _____ Signature: _____

Title: _____ Date: _____

Printed Name: _____ Signature: _____

Attach additional sheets if necessary for more signatures.

A Footprints ticket is *REQUIRED* to start this process. Send email explaining your request to magerequest@oit.gatech.edu to create the ticket. If possible, scan this form to PDF (preferred) or other format and attach that to the email you send. **Only one account's MACTR(s) per PDF file, *PLEASE*.** Attach as many individual MACTR PDFs to the ticket as are needed. If you can't scan the MACTR, you can send it via interoffice mail to [0185, Jeff Clough](#), but a Footprints ticket is still required.

[Blank form last edited on 2017-05-15]