**Rules about requesting CUIMC Network(VPN, Mercury), DBMI or Clinical system(s)**

Dear faculty,

Please provide the following information for any person who you like to request for accessing CUIMC VPN/Mercury, DBMI server, or any other system.  
Fill the following and email to Ann Marshak([am3558@cumc.columbia.edu](mailto:am3558@cumc.columbia.edu)), Soumitra Sengupta([ss29@cumc.columbia.edu](mailto:ss29@cumc.columbia.edu)) , and CC Kang Chen([kc2708@cumc.columbia.edu](mailto:kc2708@cumc.columbia.edu)) –

1. Requested for: Name, title, UNI, CWID(if they have one)

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| Name: |
| Title: |
| UNI: |
| CWID: |
| Date of Birth: |

1. What access: (CUIMC Network, DBMI System, or/and Clinical system)

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1. Reason:

(Provide an explicit reason why they need access that relates to the specific research. Specify what they will access and why.)

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1. Relevant IRB number: (For research access if applicable)

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1. Access required until when:

(Please try to keep access time span short and not open-ended. We do not have a system that will take access out automatically but may set a reminder and ask your student to have a reminder to check why they need continued access after that date. We can reauthorize access.)

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1. Requested by: Your name, title, department, UNI

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