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| Office 365 API Access Request Form |
| Please complete this form to request an application be granted API access to data maintained within the WSU Office 365 environment. If an application attempts to access Office 365 data without granted access, users will receive an error like “This application needs permission to access resources in your organization that only an admin can grant. Please ask an admin to grant permission to the app before you can use it”. |
| All entries on this form are required to be completed. You will need either your Dean/VP or Chair/Director approval signature, as determined by the classification of the data needing to be accessed. Please send the completed form attached in an email to crimsonservicedesk@wsu.edu.  |
| Requestor information: |
| **Requestor Name:**  |
| **Department:**  |
| **Phone #:**  | **Email Address:**  |
| **3rd Party Application Name:**  |
| **Business Justification/Need:**  |
| **What Office 365 WSU data will this application need to access?**[ ]  **Azure AD** [ ]  **Microsoft Bookings** [ ]  **Intune** [ ]  **OneDrive** [ ]  **OneNote** [ ]  **Outlook Mail** [ ]  **Outlook Calendar** [ ]  **Outlook Contacts** [ ]  **SharePoint** [ ]  **Planner** [ ]  **Microsoft Teams** [ ]  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Application accessing data:** [ ]  **3rd Party SaaS** [ ]  **WSU user client** [ ]  **WSU application** [ ]  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Application access type:** [ ]  **Delegated access** [ ]  **App only access** [ ]  **Both****Could any accessed data potentially be considered WSU Confidential or Regulated?** [ ] **Yes** [ ] **No****If Yes, what specific data will potentially be accessed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Any data security questions regarding this form can be addressed by submitting a request at the following location. https://jira.esg.wsu.edu/servicedesk/customer/portal/38** |
| **Approval Signatures:****Any potential Confidential or Regulated data access requires Dean/VP signature approval. Less restrictive data access approval may be delegated to appropriate Chair/Director. Area Dean/VP also accepts ongoing responsibility for use of this application in the WSU environment.****Approved by:** Name & Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Depending on the specific application, authorization for the application within the O365 environment can be limited to groups of users (this model would allow for individual product authorizations based upon the use of groups). If this application will use groups to limit access, requires access reviews, or an approval to access the application the requesting department will be expected to administer the members in any groups, process access review workflows, or process approval workflows setup for this purpose.After all required reviews, signatures and approvals are received, ITS EIS staff will either make the application available and notify the customer; or notify the customer that the application has been denied for Office 365 integration, and the associated Jira ticket will be documented and closed.Note that ITS is only responsible for application integration and associated authentication processes and may have no knowledge of, or provide any support with, the functioning of the application itself. |