

INFORMATION TECHNOLOGY EMPLOYEE SETUP REQUEST
Please Print

NEW <input type="checkbox"/> CHANGE <input type="checkbox"/>		
Employee Last Name:	Employee First Name:	Employee Middle Initial:
Date Employment Begins:	P/C Number Employee Will Use:	
Full Department Name:	Primary Department:	Position Title:
Type Of Employee: Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/>	Classification: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Adjunct <input type="checkbox"/>	
Whom Is This Person Replacing?		
APPLICATIONS (Outside of Standard Applications)		
Applications This Employee Will Need Access To (Check All That Apply):		
Database Querying <input type="checkbox"/> QX Admiss <input type="checkbox"/> QX Fundal <input type="checkbox"/> QX Student <input type="checkbox"/> QX Bills <input type="checkbox"/> QX Pay <input type="checkbox"/> QX Degree Audit <input type="checkbox"/>		
Other Special Applications Needed:		
TELEPHONE		
Telephone Extension Employee Will Use:		
Will Employee Need A Long Distance Access Code For Departmental Use: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will Employee Need A Voice Mail Account: Yes <input type="checkbox"/> No <input type="checkbox"/>		
ADDITIONAL SPECIAL INSTRUCTIONS		
SUPERVISOR INFORMATION (I personally reviewed, and agree with, the contents of this request)		
Supervisor Name:		
Supervisor Signature:	Date:	
IT USE ONLY		
User ID:	Date Completed:	
Revised: March 13, 2008 Form Version: 2.1.1		

User creation is generally performed within 48 hours of receiving this form. Please note that if this form is not filled out completely or the hand writing is not legible, it may delay the creation of the account.

Send completed form to IT; MH-226.
 Contact IT Help Desk (ext. 4170) with any questions.