

# REQUEST FOR SYSTEM ACCESS



## EMPLOYEE/USER INFORMATION



<b>Last Name</b>		<b>First Name</b>		<b>MI</b>	
<b>Department Name</b>		<b>Job Title</b>		<b>Phone #</b>	
				<b>Ext.</b>	

## TYPE OF ACCESS REQUESTED

**Action Requested:**     Add User     Modify User     Remove User     Other: \_\_\_\_\_

Effective Date (DD/MM/YY)

	New Employee:		If the User is a "Transfer Employee" or on "Job Rotation", please indicate the Department they are coming from:
	Returning Employee:		
	Transfer Employee:		

Start Date (DD/MM/YY)                      End Date (DD/MM/YY)

	Job Rotation:			Special Notes:
	Temporary Employee:			
	Temp. Employee Extension:			
	Summer Student:			

## TYPE OF SYSTEMS REQUESTED

**Network Services:**

	Lotus Notes		Network Printer (s) (Specify):
	Lotus Notes Traveler		Network Drive (s) (Specify):
	Restrict Internet Access		Network Folder (s) (Specify):

**JD Edwards Applications:**     Add Role     Remove Role

	General Accounting		Cash Receipting		Inspection
	Human Resources		Purchase Order		Job Search
	Departmental Management		Voucher		W&S Billing
	Financial Application		Payroll		W&S Other
	Financial Information		Work Permits		Inventory
	Bank Reconciliation		JDEdwards Business Unit Access:		
	Treasury – Returned Items				

I \_\_\_\_\_ hereby certify that the aforementioned person is assigned to/removed from the identified  
(Print Name of Manager/HoD)  
 department and should have the access granted/revoked as requested.

Date: \_\_\_\_\_

Signature of Manager/HoD: \_\_\_\_\_

### FOR D.o.I.T USE ONLY

\_\_\_\_\_  
**Date: DD/MM/YY**

\_\_\_\_\_  
**Completed By**

\_\_\_\_\_  
**USER ID**

\_\_\_\_\_  
**INITIAL PASSWORD**