**USER ACCOUNT FORM**

<table>
<thead>
<tr>
<th>Name/Account:</th>
<th>Date submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Need by Date:</td>
</tr>
<tr>
<td>NUID Number:</td>
<td>New Employee:</td>
</tr>
<tr>
<td>Department:</td>
<td>Account Change:</td>
</tr>
<tr>
<td>E-Mail address:</td>
<td>Student Account:</td>
</tr>
</tbody>
</table>

**SYSTEM ACCESS**

<table>
<thead>
<tr>
<th>Add</th>
<th>Remove</th>
<th>Username/ID</th>
<th>Temp Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Requires HR signature on new account</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Requires functional area signatures below</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Requires functional area signatures below</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Request is made in Firefly.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Request is made in Firefly.</strong></td>
</tr>
</tbody>
</table>

- **Computer**
- **E-Mail**
- **myPSC - PROD**
- **myPSC - TST**
- **myPSC - QA**
- **SAP**
- **StarRez**
- **FireFly**
- **ImageNow**
- **WebFocus**
- **NESIS FTP**
- **WebFocus FTP**
- **Wi-Q/BASIS**
- **Zoom**

**NETWORK ACCESS**

**SHARED ACCOUNT ACCESS**

(department shares,...) | Add | Remove | (shared account) | Add | Remove |
|-------------------------|-----|--------|-----------------|-----|--------|

**SIGNATURES**

- **Department Supervisor**
  - Signature
  - Date
- **Functional Area Lead (Financial Aid)**
  - Signature
  - Date
- **Functional Area Lead (Student Records)**
  - Signature
  - Date
- **Functional Area Lead (Student Financials)**
  - Signature
  - Date
- **Functional Area Lead (Campus Community)**
  - Signature
  - Date
- **Security**
  - Signature
  - Date
- **Human Resources**
  - Signature
  - Date

**INFORMATION**

*Department Supervisor and Human Resource signatures are required for new college employees. Only the department supervisor signature is required on additional access and work-study accounts. Department Supervisor signature is required for access removal of previous department access. Supervisor is responsible for making the account holder aware of all account and password policies. Appropriate passwords will be given to the account holder, with the exception of work-study account passwords which will be given to the department head. Campus Solutions SIS functional area lead signatures are required for Peoplesoft Campus Solutions (myPSC) access. Please DO NOT request more access than the position requires.*