



Applications and Systems Access Request Form

Deliver/Mail to The Office of Human Resources, Kresge Center 1st Floor

Employee's Name: _____ Employee Number: _____ Job Title: _____
 Division: _____ Dept: _____ Building/Room Number: _____
 Phone Number: _____ Access Start Date: _____ Classification: Staff Faculty Consultant

Check v all that apply	Application/System	Access Details (Include information such as: same access as, Role, specific type of access etc. that will assist IT in creating the account)
	TU Domain Account	
	TigerMail Account	
	TigerWeb Account	
	Colleague Student System (RG)	
	Colleague Student System (AM)	
	Colleague Student System (AR)	
	Colleague Student System (FA)	
	Colleague Student System (RL)	
	Colleague Student System (FC)	
	Colleague Finance System (AP)	
	Colleague Finance System (BU)	
	Colleague Finance System (GL)	
	Colleague Finance System (PU)	
	Colleague HR System (PE)	
	Colleague HR System (PR)	

Comments: (Any information that will assist us to understand your requirements, especially if this employee is replacing another employee as that will help us with assigning the same access)

Note: Please allow up to 5 business days for your request to be processed. Include all signatures and access details to expedite processing time.

HR Approval (print): _____ HR Signature: _____ Title: _____ Date: _____
 Supervisor's Name (print): _____ Supervisor's Signature: _____ Date: _____

Campus Technology Use Only:

Assigned By: _____ Title: _____ Date: _____
Assigned To: _____ Date: _____
Completed By: _____ Date: _____

Colleague Student System

RG – Registrar
AM – Admissions
AR – Accounts Receivable
FA – Financial Aid
RL – Residence Life
FC – Faculty Access

Colleague Financial System

AP – Accounts Payable
BU – Budget
GL – General Ledger
PU – Purchasing

Human Resources System

PE – Human Resources
PR – Payroll

New Employees

1. The form will be given to the employee during their orientation for completion by their immediate supervisor, manager or department head and returned to Human Resources.
2. Once the form is approved and signed by Human Resources, it is forwarded to Campus Technology for access to the approved system.
3. The Request for Computer Account, System Access Agreement and System Login Information forms are completed by Campus Technology and returned to Human Resources.
4. Human Resources contact the employee to sign the System Access Agreement and receive their System Login Information.
5. The signed System Access Agreement form is retained and filed in the employee's personnel file

Current Employees

1. Department sends approved update/change to Human Resources
2. Human Resources send the signed form to Campus Technology for modifications to the user's security access
3. Human Resources notifies the user