

REQUEST FOR CCC ADMINISTRATIVE COMPUTER ACCOUNTS

DEPARTMENT INFORMATION:

Hiring Department: _____

Date of Request: _____

Proposed Date of Employment: _____

EMPLOYEE PERSONAL INFORMATION:

First: _____

Middle Initial: _____

Last: _____

ID: _____

COMPUTER ACCOUNT E-MAIL PREFERENCE:*

16-character limit: Joseph Rogers Smith = jrsmith@wpi.edu

1. _____ @wpi.edu

2. _____ @wpi.edu

3. _____ @wpi.edu

*For longer last names common usage is initials. Options should vary in case initials or names are in use. Professionalism in e-mail selection is preferred.

POSITION DETAILS:

Title: _____

Replacement Position: Yes No

Previously held by: _____

Type:

Permanent Temporary Workstudy

If workstudy, primary role is:

Student Employee

If temporary, payroll through:

WPI Outside Agency

Expected Temporary/Workstudy position end date:

Site Location (off-campus/distance learning locale):

ADMINISTRATIVE ACCOUNTS:

Electronic Mail: Exchange Server (Outlook) or Pop/UNIX

Will employee use the Encumbrance System? Yes No

For administrative permissions on a departmental computer, please include hostname: _____

Please list departmental file shares. For example, `admin\fc\ccc` or `CCC on 'admin.wpi.edu\fc'`

Oracle (Banner):

Please list the forms, user-class profiles, FOAPALS and accounts employee will need to access. You may indicate another username to use as a model. (Print request on other side of sheet if additional space is needed.)

Comments:

FOR CCC INTERNAL USE:

Unix: _____ VMS: _____ Comment: _____

Win: _____ Oracle: _____

Exch Forward to Exch By: _____

Date: _____/_____/_____

APPROVAL SIGNATURES:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

CCC Staff: _____ Date: _____

Return signed request form to Human Resources at least ten days prior to hire date.