IT COMPUTER ACCOUNT AND DATA ACCESS REQUEST FORM

Instructions: Hiring manager works with Data Steward and Information Analyst (IA) to fill out this form (employees do not submit for themselves).
For New Employees: Complete and forward this form to Division for Talent & Inclusion/Human Resources **10 days prior to start date**.
For Existing Employees: Complete and forward this form to the Human Resources department.
For Student Workers: Complete only "IT Access Request for Student Workers" available online at Human Resources Forms for Employees.

DEPARTMENT INFORMATION:

Date Requested: Proposed Start Date:

Hiring Department:

Hiring Manager/Supervisor:

EMPLOYEE PERSONAL INFORMATION:

First: Middle Initial:

Last:

WPI ID:

POSITION DETAILS:

Title:

Type: ☐ Permanent ☐ Temporary If temporary, expected position end date*:

If no date is specified* ***account terminates in 6 months*

ADMINISTRATIVE ACCESS:

☐ **Network Shares**: List complete folder name of departmental file shares. *Example:* ***information technology\IT\fc_IT_Division***

☐ **SharePoint**: Site Name: *Example:* ***sharepoint.wpi.edu/offices/ITSM*** Access Level: Read Only or Contribute

☐ **Administrative permissions/reimage departmental computer** - list hostname:

BANNER AND ORACLE ROLES:

Check access required: ☐ **PROD** ☐ **PPRD** ☐ **TRNG**

Add user to Banner Class(es): Add user to Oracle or ODS role(s):

BANNER SECURITY:

Check services required: ☐ **FINANCE QUERY** ☐ **GRANT REPORTS** ☐ **EPAF** ☐ **WEB TIME ENTRY**

List the Funds and Organization codes employee will need to access: (Use other side of sheet if additional space is needed.)

Check Employee Classes needed for EPAF and Web Time Entry: ☐ **UG Student** ☐ **Grad Student** ☐ **Faculty** ☐ **Department Head** ☐ **Non Faculty Research** ☐ **Administration** ☐ **Staff** ☐ **Facilities** ☐ **Campus Police**

Argos Access: Web Tailor Role:

COMMENTS:

WHEN ACCOUNTS ARE READY NOTIFY:

Name:

Email:

Phone:

Department Head: _____ Date: _____ Human Resources: _____ Date: _____

Data Steward/IA: _____ Date: _____

Jan-2018

Use this page if you need additional space to list access.