USER ACCOUNT FORM

Name/Account: _____ **Date submitted:** _____

Job Title: _____ **New Employee** ☐

NUID Number: _____ (first 5 digits) **Account Change** ☐

Department: _____ **Student Account** ☐

E-Mail address: _____ **Work-study Account** ☐

SYSTEM ACCESS					
	Add	**Remove**	**Username/ID**	**Temp Password**	
Computer					**Requires HR signature on new account**
E-Mail					**Requires HR signature on new account**
myPSC - PROD					**Requires functional area signatures below**
myPSC - TST					**Requires functional area signatures below**
myPSC - QA					**Requires functional area signatures below**
SAP	-------	----------	**Request is made in Firefly.**	----------	**Request is made in Firefly.**
StarRez					**Contact Student Services Office**
FireFly					**Contact HR Office**
ImageNow					**Contact Computer Services**
WebFocus					**Contact Computer Services**
NESIS FTP					**Contact Computer Services**
WebFocus FTP					**Contact Computer Services**
Wi-Q/BASIS					**Requires Security signature below**
Zoom					**Contact Computer Services**

NETWORK ACCESS			SHARED ACCOUNT EMAIL ACCESS		
(department shares,….)	Add	Remove	**(shared account)**	Add	Remove

SIGNATURES		
Department Supervisor (required)	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 Supervisor	Signature	Date
Human Resources	Signature	Date

SAP START DATE:		**FIRST DAY DATE:**		**(HR ONLY)**

INFORMATION

Human Resource signature is required for new college employees. Only the department supervisor signature is required on additional access and work-study accounts. Supervisor is responsible for making the account holder aware of all account and password policies. Campus Solutions SIS functional area lead signatures are required for PeopleSoft Campus Solutions (myPSC) access. Students use the department work-study account for computer access. Employees have to claim their NUID before myPSC access can be granted. Please DO NOT request more access than the position requires.

Form updated 11/19