User Access Request Form

This form is to be used to request POISE access when an employee has been hired or changed job positions. Supervisor: Please attach a copy of the user’s job description to this form.

Name of User needing access:

User’s Department:

User’s Title:

Date Access Needed:

POISE sub-systems requested (circle one or more)
  AID
  CampusConnect
  CE
  DPS
  FIS
  PAY
  POL
  REG
  SBR
  Speede
  VEH
  Other
  Other
  Other

POISE Menus requested (circle one or more)
  Counselor’s Menu
  DPS Main Menu
  Registration Main Menu
  Vehicle Menu
  Other
  Other
  Other

Signed (Supervisor)__________________________________________ Date___________

Signed (VP)__________________________________________ Date___________

Signed (IT)__________________________________________ Date___________

For IT use only:

Username(s)  Priv(s) assigned  Menu(s) assigned

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