

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SET UP FOR CONTRACTORS**

Please complete the following fields required to set up individuals in the PeopleSoft Online Computer System in order to be issued keys, etc. Please print legibly or type.

Have you ever been issued keys for the Southeastern Louisiana University campus? \_\_\_\_\_

If yes, what is the Employee ID number? \_\_\_\_\_

**Company Information**

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Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
(Street/P.O. Box)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parish Company is Located In \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Company Fax: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

**Individual Information**

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Name of Person Keys Assigned to: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone/Pager: \_\_\_\_\_

*24 Hour Emergency Contact Information*

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Pager/Beeper: \_\_\_\_\_

**Key Information**

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Campus Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

**Signature**

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Request By: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature

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**University Office Use Only**

Authorized By: \_\_\_\_\_ Title: Director of Physical Plant Phone: (985) 549-3333

Entered In PeopleSoft By: \_\_\_\_\_ Date: \_\_\_\_\_



## External Contractor Account Request Form

Please complete the following form to request contractor access. All fields must be completed.

Contractor First Name \_\_\_\_\_

Contractor Last Name \_\_\_\_\_

Contractor Company Name \_\_\_\_\_

Contractor Email Address \_\_\_\_\_

Contractor Phone Number \_\_\_\_\_

(SLU) Department requesting account \_\_\_\_\_

(SLU) Department point of contact \_\_\_\_\_

Systems/services/PeopleSoft, etc. the contractor will need access to:

\_\_\_\_\_

Scope of services to be performed (High-Level with some detail to capture scope)

End date when work is to be completed \_\_\_\_\_

Fill out the form online, save it, attach it to an email, and send it to [helpdesk@southeastern.edu](mailto:helpdesk@southeastern.edu). **This form should be sent by the department head to serve as approval for the request.** Please send any questions to [helpdesk@southeastern.edu](mailto:helpdesk@southeastern.edu).