SOUTHEASTERN USER APPLICATION FORM

☐ **NEW**　　　　☐ **Existing - Update**

This is an application for a user/operator account on Southeastern's administrative systems (PeopleSoft Student Administration, PeopleSoft Financials, network, Alumni system, Student Records system, departmental and organizational accounts). *Instructions: Read this entire form as well as the Responsible Computing Policy, then complete the sections below. Return the completed application to <u>McCliman's Hall, Room 109</u>. You or your department head will be contacted with the account(s) information when available.* **IMPORTANT!** By signing below you acknowledge that you have read and understand the University policy for Responsible Computing, and agree to abide by its terms. You also agree to use your account primarily for purposes directly related to your job requirements.

EMPLOYMENT TYPE:

☐ FACULTY　　　　☐ GRAD ASSISTANT　　　　☐ STUDENT WORKER　　　　☐ STAFF - If staff, job title:

_____

DEPARTMENT INFORMATION:

Budget Unit #: _____

Dept/Org Account: _____

☐ Check if Mini Grant　　　　　　Email alias: _____

SYSTEM TYPE REQUESTED:

☐ Textbook Rental　　　　　　　　☐ PeopleSoft - Student Admininstration

☐ Human Resources

☐ Student Financials　　　　　　　☐ PeopleSoft - Financials for:

☐ Vehicle/Campus Police　　　　　　　☐ Property Control　　☐ Purchasing

　　　　　　　　　　　　　　　　　　☐ Grants　　☐ P-Card Transactions

Employee Name: _____	Employee ID: _____
Department: _____	Office Phone: _____
Box #: _____	Bldg & Room #: _____
Applicant Signature: _____	Date: _____
Dept. Head Signature: _____	Date: _____
System Admin Signature: _____	Date: _____

PEOPLESOFT – USERID

Operator ID: _____　　　　　　Date: _____

PS Roles: _____

Contacted by: _____ Date: _____ Given to: _____

Revised 042016

Print Form, Sign, and Deliver to Client Services, MCCL 109