



Office of Information Technology – PeopleSoft Security Request Form	
Please complete this form and sign on behalf of your employee for the following reasons:	
1.	New Users (i.e. new or temporary employees) who will be using PeopleSoft for their daily duties and responsibilities.
2.	Existing Employees who have changed job duties and/or roles which require additional or different access within PeopleSoft.
3.	Student workers who will be using PeopleSoft for their daily duties and responsibilities.

Employee or Student Worker's Name:

Supervisor's Contact info:
Email: _____
Phone: _____

Employee or Student Worker's CGU Email. If there is no email currently in use indicate N/A:

Role/Access Expiration Date (if any):

Effective Date: i.e. when do you want this change to take effect? _____
Emplid: (6 digit PeopleSoft ID):

Department:

Please provide the user name of current or previous employee whose access we should copy for the new student worker or employee: (SMITHJ1234)

Please select any additional roles needed, beyond those copied from current/previous employee.

- | | | |
|---|---|---|
| <input type="checkbox"/> Admissions Counselor | <input type="checkbox"/> Financial Aid Counselor | <input type="checkbox"/> Student Worker - Admissions |
| <input type="checkbox"/> Advisor | <input type="checkbox"/> Human Resource Department | <input type="checkbox"/> Student Worker – Department |
| <input type="checkbox"/> Department Recruiters | <input type="checkbox"/> Institutional Research | <input type="checkbox"/> Student Worker – Financial Aid |
| <input type="checkbox"/> Department Staff | <input type="checkbox"/> IT Staff | <input type="checkbox"/> Student Worker – Inst Research |
| <input type="checkbox"/> Director of Admissions | <input type="checkbox"/> Student Accounts Counselor | <input type="checkbox"/> Student Worker - Provost |
| <input type="checkbox"/> Director of Financial Aid | <input type="checkbox"/> Student Records | <input type="checkbox"/> Treasurer's Office Staff |
| <input type="checkbox"/> Director of Student Accounts | <input type="checkbox"/> Student Affairs - Generalist | <input type="checkbox"/> Other |

If "other" has been selected please describe: _____

Access to CGU resources is a privilege allowed only to CGU's authorized personnel and students. All users must understand that this privilege comes with responsibility and all users must abide by CGU's standards, policies and practices regarding use. To view this policy: [Click here](http://www.cuc.claremont.edu/it/appropriateuse.asp) or you may use this link: <http://www.cuc.claremont.edu/it/appropriateuse.asp>

Supervisor's Name:

Supervisor's Department:

Supervisor's Signature:

Date: _____