

PeopleSoft Security Form

This form must be signed by the user's manager. If requesting access to a PeopleSoft module that is outside of the requesting manager's area of authority, then an additional signature from that appropriate area requires an additional signature granting permission. Please forward this completed form to the Information Technology Office. Empl ID is Employee ID or Student ID number.

| | | | |
|-----------------------------|--|-----------------|--|
| New User Name | | | |
| Phone | | Empl. ID# | |
| Division/Dept. | | Position/Title: | |
| Type of Request (Check One) | <input type="checkbox"/> New User <input type="checkbox"/> Existing User | | |
| *Windows Account | | | |

***Must have a Windows Login Account before requesting a PeopleSoft User account.**

| | | | |
|----------------------------|---|-------------------------------------|--------------------------------------|
| Check PeopleSoft Database: | <input checked="" type="checkbox"/> CS/HR - Live Production | <input type="checkbox"/> CS/HR - QA | <input type="checkbox"/> CS/HR - TST |
| | <input type="checkbox"/> CS/HR - QA Production | Specify Other | Specify Other |

PeopleSoft Module Access Authorization

User ID of Current Staff To Use as An access Model: _____

Manager's Name: _____ Date: _____

Manager's Signature: _____

Authorizing Manager's Name: _____

Authorizing Manager's Signature: _____

To be completed by Information Technology:

User Name: _____ Account: _____ Created By: _____ Date: _____
 Form Revision Date: **04/14/2021**