

**WCU Existing User Request for Additional PeopleSoft (myWCU) Access**

This form is for additional access for an already existing PeopleSoft user. This form is to be completed by the Department Manager taking responsibility for PeopleSoft account access via myWCU. Please complete on-line, print and send the completed signed form to Kathy Bolton, PeopleSoft Security Administrator, Allegheny Hall, Room 020

<b>Employee Information:</b>				<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student
WCUID:	First Name:	Middle Initial:	Last Name			
Dept./Dept. Manager:						
Employee Campus Address:			Campus Phone:			
Employee will attend university PeopleSoft training sessions on ( )						
(If unable to attend formal training, list reason and manager who will be					possible for )	
ning:						
Previous Employee in this position: ate						

<b>PeopleSoft Access Requested:</b>						
<input type="checkbox"/> Faculty/Advisor	<input type="checkbox"/> Department	<input type="checkbox"/> Chair	<input type="checkbox"/> Build Classes	<input type="checkbox"/> Enroll Students		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Admissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> HR/Payroll	<input type="checkbox"/> Budget	<input type="checkbox"/> Same as Previous Employee				
<input type="checkbox"/> Other (Please specify)						

<b>Department Authorization (NOTE: Student access must be approved by the VP or Provost):</b>	
Department Manager Signature:	Date:

**Out of Area Access**

It should be noted that any request for access outside of the user's area will require authorization from the outside area's Department Head (e.g. Academic Department access to Financial Aid transactions).

**Please print out and send the completed form to Kathy Bolton, PeopleSoft Security Administrator, Allegheny Hall, Room 020**

**IT Enterprise Services Security Use Only**

PeopleSoft access approved      Comments/Notes

Confidentiality Statement on file

Account Administrator

Date

March 31, 2010