



Office of Information Security | West Chester University | 014 Allegheny Hall
West Chester, Pennsylvania 19383 | 610-436-3192 | fax: 610-436-3110
www.wcupa.edu/infoservices/security/

WCU Personal Account Application

Account Request Type: New Employee Re-Activate New Guest/Associate

Part 1: Employee Information (please print)

First Name: _____ Middle: _____ Last Name: _____

WCU ID Number: _____ SAP Payroll ID: _____ Birth Date: _____

Employment Status: Permanent Temporary until _____

Employee Type: Faculty Staff GA/Student Guest/Associate

Previous employee in this position: _____

Signing this form acknowledges that you have read the Acceptable Use Policies for Employees. (<http://www.wcupa.edu/infoservices/aup.asp>)

Requestor signature: _____ Date: ___/___/___

Campus Address: _____ Phone: _____ Fax: _____

Part 2: Approval & PeopleSoft Training Information

The person named above has my approval for WCU logon access.

Supervisor's Full Name: _____

Department Name: _____ SAP Cost Center: 75 _____

Please also send new account notification to: _____

Supervisor signature: _____ Date: ___/___/___

Employee will attend WCU PeopleSoft training sessions on ___/___/___
(If unable to attend formal training, list reason and supervisor responsible for training in the notes below.)

Other Notes/Requests:

Information Services Use Only			
PASSHE SAM:	InfoSec:	PeopleSoft Profile: <input type="checkbox"/>	SAP PRD: <input type="checkbox"/>
	ID-Mgmt:	PeopleSoft Additional: <input type="checkbox"/>	Associate to HR: <input type="checkbox"/>

Updated: 7/2/2013

Guest/Associate Affiliation

- Courtesy
- Visiting Faculty
- Visiting Student
- Governmental/Auditor
- Volunteer
- Consultant/Contractor
- SSI ARAMARK
- Foundation / USH

Does the guest need email? Y/N

Directions

New Request: Fill out form as much as possible. The items in italics are required for account creation. Once completed, scan/email it to wcunaa@wcupa.edu or fax it to 610-436-3110.

Changes: Can be emailed to wcunaa@wcupa.edu or the IT HelpDesk.

Account Re-Activations: If the account has been disabled for:

- Less than 1 year: email request to wcunaa@wcupa.edu is all that is required.
- More than 1 year, a **new** account request form will be needed.

Reminder: Be sure to also submit WCU Confidentiality Form.