

| System | Requirements for Access | Contact Person/Department |
|---|--|--|
| WCU Network/Email | University Systems Personal Account Application | Frank Piscitello , Information Security Manager Room 14 Allegheny Hall |
| myWcu (PeopleSoft System) | 1) Completion of Part 2 of the above University Systems Personal Account Application which includes verification of PeopleSoft Training attendance or department verification of training 2) Complete a Confidentiality Form | Kathy Bolton , PeopleSoft Security Administrator Room 022 Allegheny Hall Darlene Laverty , PeopleSoft Training Provider |
| myWcu (PeopleSoft) Additional Access | Assuming all of the above access is in place but additional screens are needed: Request for Additional PeopleSoft Screens | Kathy Bolton , PeopleSoft Security Administrator Room 022 Allegheny Hall |
| SAP Finance/BI Reports | | Ken Husar or Don Fogg Finance/Business Services 201 Carter Drive |
| R25 Academic/Event Scheduling System | | Janine Morris System Administrator 25 University Avenue |
| Adirondak Housing System | | Kent Guerin , System Administrator Lawrence Hall |
| Maxient Judicial System | | Christine Brenner , System Administrator |
| TMA Work Order System | | Sue Miller , System Administrator |
| Document Management/Application XTender Systems | | Pat Lenzi , Director of Administrative Computing Room 14 Allegheny Hall -or- Bill Bi , DBA, Room 19 Allegheny Hall |

Please take note of the following:

- All students receive myWCU self-service access upon matriculation
- An Associated Employee, Student Worker (Grad Asst) or Guest Account applicant must now complete the standard [University Systems Personal Account Application](#), completing the section that pertains to them, and have it authorized by their cost center or department manager.
- If access is needed for a **student or graduate assistant** as part of their work assignment, the form must be also be authorized by the Provost or the area's Vice President. The temporary account is established and will need to be verified each term in order to be extended.
- There may be additional training required when additional access is granted within PeopleSoft, depending on the type of privileges being added.