

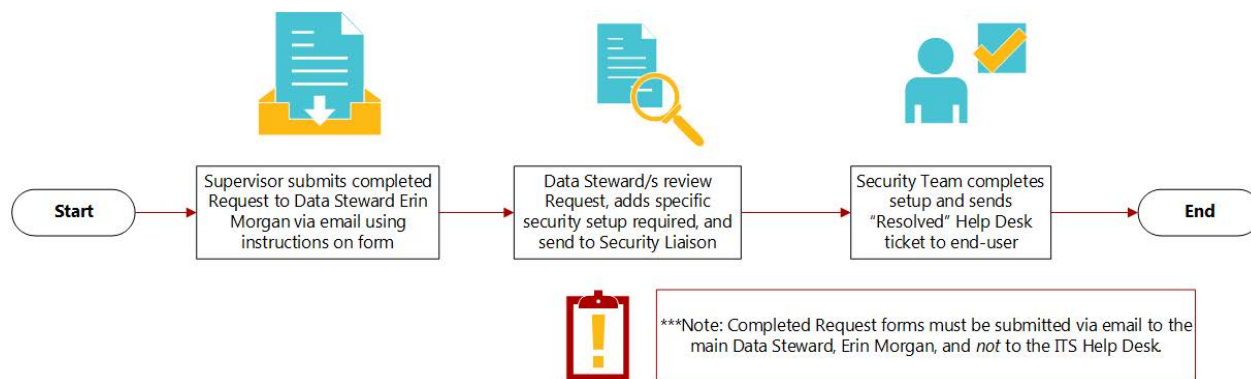
Colleague Access Request

Request date:

Requested by:

Email:

This form is used to request access to the Colleague system which hosts the Seattle University **Finance, Human Resources, and Student** Modules. To request any changes to access in this system, the supervisor of the person in need of the access change must submit this form using the directions provided below. **Please do not print this PDF. Complete it as a fillable digital form to send to the Data Steward.**



INSTRUCTIONS

Requester (supervisor): Complete Section 1 of this form and email it to the main Data Steward, Erin Morgan.

Email: Erin Morgan morganer@seattleu.edu

Data Steward/s: Review form and complete Section 2A, 2B, 2C, and 2D as appropriate. If needed, confer with required sub-steward of security classes. If request is not approved, return to requester with appropriate notes in Section 2 and CC Security Liaison. If your section of the request is approved, either 1) send directly to Security Liaison if form is complete or 2) send this form to the next required Module Data Steward after completing your portion of Section 2 and CC Security Liaison. Your approval on this form confirms that all necessary sub-stewards have approved the change.

Questions? Contact Data Steward above.

SECTION 1

Type of request

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Create a new user | <input type="checkbox"/> Disable user |
| <input type="checkbox"/> Replace an existing user(s) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Change user | |

Account information

Requesting for (Full Name)	
Colleague ID Number	
Required: FERPA training complete?	
Title	
Email Address	
Telephone Number	
School/Office/Department	
Student Employee? (Y/N)	
Temporary Employee? (Y/N)	

<i>Date Effective (please specify if this change is not immediate. What date is the change effective for?)</i>	
<i>If replacing existing user: prior user name, ID Number, and School/Office/Department</i>	
<i>Please describe the access this person needs and why this access is needed</i>	

SECTION 2A – FINANCE MODULE ACCESS

To be completed by Ivette Serna

<i>Date:</i>	
<i>Approved? Y/N</i>	
<i>If not approved, why?</i>	
<i>If approved, classes to grant permission</i>	
<i>Same access in TEST?</i>	
<i>Date Effective (please specify if this change is not immediate. What date is the change effective for?)</i>	

SECTION 2B – HUMAN RESOURCES MODULE ACCESS

To be completed by Matt Philip

<i>Date:</i>	
<i>Approved? Y/N</i>	
<i>If not approved, why?</i>	
<i>If approved, classes to grant permission</i>	
<i>Same access in TEST?</i>	
<i>Date Effective (please specify if this change is not immediate. What date is the change effective for?)</i>	

SECTION 2C – STUDENT MODULE ACCESS

To be completed by Erin Morgan

<i>Date:</i>	
<i>Approved? Y/N</i>	
<i>If not approved, why?</i>	
<i>If approved, classes to grant permission</i>	
<i>Same access in TEST?</i>	
<i>Date Effective (please specify if this change is not immediate. What date is the change for?)</i>	

Additional Privacy Flags

☐ DP Duplicate Record

☐ DE Deceased

Proxy

☐ ST.PROXYVIEW

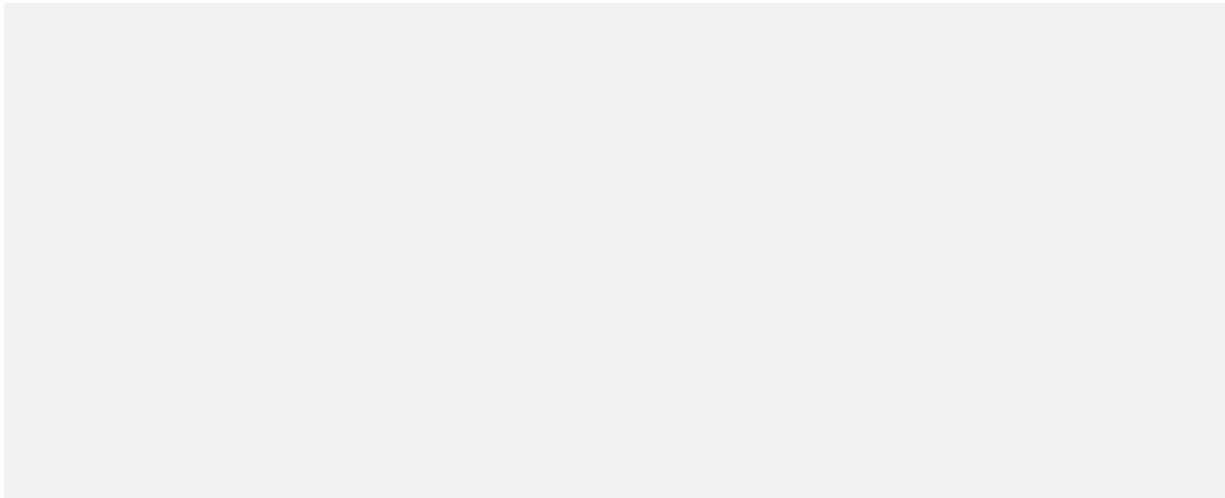
☐ CORE.PROXYVIEW

SECTION 2D – CORE ACCESS

To be completed by Bob Duniway

<i>Date:</i>	
<i>Approved? Y/N</i>	
<i>If not approved, why?</i>	
<i>If approved, classes to grant permission</i>	
<i>Same access in TEST?</i>	
<i>Date Effective (please specify if this change is not immediate. What date is the change effective for?)</i>	

Additional Notes:

A large, empty light gray rectangular box, likely intended for additional notes or comments. It occupies the upper half of the page below the 'Additional Notes:' label.