COLLEAGUE USER ACCOUNT SET-UP

This application should be used to request new Colleague accounts, request additional access, or to request that an account be disabled. The user will be notified when their account is ready. **Both the Director and the Vice-President must sign this form.**

I. To be completed by the Employee (User)

Account Action:

☐ New User ☐ Modify Account ☐ Disable Account

Describe Request: _____

Employee Name: _____ _____ _____ Department: _____
Last Name _First Name_ _Middle Initial_

Employee SSN: <u>XXX</u> - <u>XX</u>-_ _ _ _ Employee Extension: _____

Employee E-Mail: _____

1. I will not disclose information that I obtain in performing my duties to anyone who does not require the information in their official capacity;
2. I will use *Colleague* only for the purposes for which I am authorized;
3. I will not disclose my PASSWORD(S) to any person;
4. I will not allow anyone else, even other authorized users, use of the computer while it is logged on to *Colleague* under my LOGIN ID.

I understand the intent of this statement and will exercise diligence in performing my duties in accordance with institutional policies.

Employee Signature: _____

II. This Section to be completed by the Director of Colleague Module

Security Access		**Security Class**
Add	Drop	
☐	☐	_____
☐	☐	_____
☐	☐	_____
☐	☐	_____
☐	☐	_____
☐	☐	_____

III. Approvals:

Director of Application Signature: _____

Vice-President Signature: _____

IV. OIT Use Only

SETUP:
UNIX Account: _____   Colleague Oper Rec: _____   SVM: _____

EMAIL Message Sent: _____ _____ _____
(Requestor) _(VP)_ _(Director)_

E-mail Group: _____

Colleague HDO Ticket #: _____   Date Completed: _____   Completed By: _____