

# Network and System Access Form



Full Name: \_\_\_\_\_  
(Must match SS card)

Position Type: \_\_\_\_\_  
(Dean, Faculty, Adjunct, Staff, Student Worker, etc.)

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Expected Start Date: \_\_\_\_\_

Part Time/Full Time: \_\_\_\_\_

- Current Employee
- New Employee

- Faculty
- Staff

I request access to the following ASUB systems, networks, or other service (check all that apply and provide additional information as needed).

<p><b>1) Office 365/SharePoint/Intranet</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Faculty/Staff Login and Email</li> <li><input type="checkbox"/> SharePoint/Intranet Access</li> <li><input type="checkbox"/> SharePoint Editing             <ul style="list-style-type: none"> <li>➤ Site Name: _____</li> </ul> </li> </ul>	<p><b>2) ERP Access/WebX/Phone Code</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CampusNexus Student             <ul style="list-style-type: none"> <li>➤ Specify access: _____</li> </ul> </li> <li><input type="checkbox"/> Finance ERP             <ul style="list-style-type: none"> <li>➤ Specify access: _____</li> </ul> </li> <li><input type="checkbox"/> WebXtender</li> <li><input type="checkbox"/> Long Distance Phone Code             <ul style="list-style-type: none"> <li>➤ Account to Charge: _____</li> </ul> </li> </ul>
<p><b>3) Phone/Voicemail /Zoom Setup</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Voicemail &amp; Mitel Communicator (check one)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Assign old phone number: _____</li> <li><input type="checkbox"/> Needs new phone number</li> </ul> </li> <li><input type="checkbox"/> New Mitel Phone set (if none available)</li> <li><input type="checkbox"/> Zoom</li> </ul>	<p><b>4) Training/Verification</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training Scheduled</li> <li><input type="checkbox"/> Verification of Network/System Access</li> </ul>
<p><b>5) ITS Welcome Letter</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Welcome letter sent to new faculty/staff member</li> </ul> <p>Duo Enrollment Request Fob _____ Use Cell Phone _____</p>	<p><b>6) Canvas LMS/Other</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Canvas LMS Access</li> <li><input type="checkbox"/> Website Editing             <ul style="list-style-type: none"> <li>➤ Site Name(s): _____</li> </ul> </li> <li><input type="checkbox"/> Administrator rights to computer</li> <li><input type="checkbox"/> Other: _____</li> </ul>

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*As Supervisor, by signing you certify that you have turned in all required hiring paperwork for the above employee.*