

□ New User □ Modify User □ Re-approval **Step 1.** Employee please complete the "Employee Information" section. **1. Employee Information** (to be completed by employee) Name (First M. Last): PS Empl ID: Email Address: Work Phone #: Position/Job Student? No Function: Department: Academic Institution: \Box CMA Step 2. Appropriate Administrator please complete the "Appropriate Administrator Information" section, print the form sign it, and return to Human Services for processing. **2.** Appropriate Administrator Information (to be completed by Appropriate Administrator) Specify the type of security request below: HR (Human SA (Student Administration) ☐ FIN (Finance) Resources) ADD/UPDATE ACCESS SECURITY: (If known, list the name of an existing or prior PeopleSoft user that the individual requesting security should mirror. If a modification is necessary please include details.) Modify Modification Details: Name: **Special Instructions:** My signature below certifies that the above named employee requires access to data in a computer-based information system because such data is relevant and necessary in the ordinary course of performing his/her job duties. I understand my obligation to provide training to this employee to ensure that he/she understands the state and federal laws and University policies that govern access to and use of information contained in employee, applicant, and student records including data accessible through computer-based information systems. Date Appropriate Administrator Signature FOR HUMAN SERVICES ONLY The employee identified above is approved and certified to receive access to PeopleSoft. Role / Level Director of Human Resources Signature: Date: Vice President, Administration & Finance Signature: PeopleSoft Functional / IT Security Administrators complete the "CMS Security" section. **CMS Security** (to be completed by PeopleSoft Functional / IT Security Administrators) Comments: PS Security Signature: Date: Name:

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Signature:

Date:

IT Security

Name: