

# SOUTHEASTERN USER APPLICATION FORM

NEW

Existing - Update

This is an application for a user/operator account on Southeastern's administrative systems (PeopleSoft Student Administration, PeopleSoft Financials, network, Alumni system, Student Records system, departmental and organizational accounts). *Instructions: Read this entire form as well as the Responsible Computing Policy, then complete the sections below. You or your department head will be contacted with the account(s) information when available.*

**IMPORTANT!** By signing below you acknowledge that you have read and understand the University policy for Responsible Computing, and agree to abide by its terms. You also agree to use your account primarily for purposes directly related to your job requirements.

## EMPLOYMENT TYPE:

FACULTY

GRAD ASSISTANT

STUDENT WORKER

STAFF - If staff, job title: \_\_\_\_\_

## DEPARTMENT INFORMATION:

Budget Unit #: \_\_\_\_\_

Dept/Org Account: \_\_\_\_\_

Check if Mini Grant

Email alias: \_\_\_\_\_

## SYSTEM TYPE REQUESTED:

Textbook Rental

Human Resources

Student Financials

Vehicle/Campus Police

PeopleSoft - Student Administration

PeopleSoft - Financials for:

Property Control

Purchasing

Grants

P-Card Transactions

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

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

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

Box #: \_\_\_\_\_

Bldg & Room #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

Dept. Head Signature: \_\_\_\_\_

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

System Admin Signature: \_\_\_\_\_

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

## FOR OFFICE USE ONLY

### PEOPLESOFT – USERID

Operator ID: \_\_\_\_\_

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

PS Roles: \_\_\_\_\_

Contacted by: \_\_\_\_\_ Date: \_\_\_\_\_ Given to: \_\_\_\_\_

Procedures have been temporarily modified due to COVID-19.

Fill out the form online, save it, attach it to an email, and send it to ps-sec@southeastern.edu. This form should be sent by the department head to serve as approval for the request. Security will reach out to the applicant to solicit an email stating that they have read the Responsible Computing policy and agree to abide by its terms. Please send any questions to ps-sec@southeastern.edu.