



Office of Information Security
 014 Allegheny Hall
 West Chester University
 West Chester, Pennsylvania 19383

610-436-3192
 fax: 610-436-3110

<http://www.wcupa.edu/infoservices/security/>

University Systems Personal Account Application

Account Request Type: New Employee Account Re-Activate Account New Guest/Associate Account

Part 1: Employee Information (please print)

First Name: _____ Middle Initial: _____ Last Name: _____

WCU ID Number: _____ SAP Payroll ID: _____ Birth Date: (MM/DD/YYYY) _____

Employment Status: Permanent Temporary until _____

Employee Type: Faculty Staff GA/Student Guest/Associate

Previous employee in this position: _____

Signing this form acknowledges that you have read the Acceptable Use Policies for Employees. (<http://www.wcupa.edu/infoservices/aup.asp>)

Requestor signature: _____ Date: ____/____/____

Guest/Associate Affiliation:

- Courtesy
- Visiting Faculty
- Visiting Scholar
- Visiting Student
- Volunteer
- Consultant/Contractor
- SSI ARAMARK
- Foundation

Does Guest need email?

Y / N

Campus Directory Information:

Campus Address: _____

Public Phone Number: _____ Public Fax Number: _____

Part 2: Approval & PeopleSoft Training Information

The person named above has my approval for WCU logon access.

Supervisor's Full Name: _____ Phone Number: (_____) _____

Department Name: _____ SAP Cost Center: 75_____

Please also notify: _____

Supervisor signature: _____ Date: ____/____/____

Employee will attend university PeopleSoft training sessions on (date) ____/____/____
 (If unable to attend formal training, list reason and manager responsible for training in the notes below.)

Other Notes/Requests:

*Items in **Italics** are minimum required for account creation.*

Information Services Use Only			
PASSHE SAM:	InfoSec:	PeopleSoft Staff:	SAP PRD:
	NOC:	PeopleSoft Additional:	Associate to HR: