

**WCU Existing User Request for Additional PeopleSoft (myWCU) Access**

This form is for additional access for an already existing PeopleSoft user. This form is to be completed by the Department Manager taking responsibility for PeopleSoft account access via myWCU. Please complete on-line, print and send the completed signed form to Lynn MacElroy, PeopleSoft Security Administrator, Allegheny Hall, Room 022

<b>Employee Information:</b>				<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student
WCUID:	First Name:	Middle Initial:	Last Name:			
Dept./Dept. Manager:						
Employee Campus Address:			Campus Phone:			
Employee will attend university PeopleSoft training sessions on (date)						
(If unable to attend formal training, list reason and manager who will be responsible for training: )						
Previous Employee in this position:						

<b>PeopleSoft Access Requested:</b>					
<input type="checkbox"/> Faculty/Advisor	<input type="checkbox"/> Department Chair	<input type="checkbox"/> Build Classes	<input type="checkbox"/> Enroll Students		
<input type="checkbox"/> Staff	<input type="checkbox"/> Department Head	<input type="checkbox"/> Department Contact			
<input type="checkbox"/> Admissions	<input type="checkbox"/> Advancement	<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Student Financials		
<input type="checkbox"/> HR/Payroll	<input type="checkbox"/> Budget	<input type="checkbox"/> Same as Previous Employee			
<input type="checkbox"/> Other (Please specify)					

<b>Department Authorization (NOTE: Student access must be approved by the VP or Provost):</b>	
Department Manager Signature:	Date:

**Out of Area Access**

It should be noted that any request for access outside of the user's area will require authorization from the outside area's Department Head (e.g. Academic Department access to Financial Aid transactions).

**Please print out and send the completed form to** Lynn MacElroy, PeopleSoft Security Administrator, Allegheny Hall, Room 022

<b>Administrative Computing Security Use Only</b>	
<input type="checkbox"/> PeopleSoft access approved	Comments/Notes
<input type="checkbox"/> Confidentiality Statement on file	
Account Administrator	Date