

System	Requirements for Access	Contact Person/Department
WCU Network/Email	University Systems Personal Account Application	Frank Piscitello , Information Security Manager Room 14 Allegheny Hall
myWcu (PeopleSoft System)	<p>1) Completion of Part 2 of the above University Systems Personal Account Application which includes verification of PeopleSoft Training attendance or department verification of training</p> <p>2) Complete a Confidentiality Form</p>	<p>Lynn MacElroy, PeopleSoft Security Administrator Room 022 Allegheny Hall</p> <p>Darlene Laverty, PeopleSoft Training Provider</p>
myWcu (PeopleSoft) Additional Access	Assuming all of the above access is in place but additional screens are needed: Request for Additional PeopleSoft Screens	Lynn MacElroy , PeopleSoft Security Administrator Room 022 Allegheny Hall
SAP Finance/BI Reports		Ken Husar or Don Fogg Finance/Business Services 201 Carter Drive
R25 Academic/Event Scheduling System		Janine Taylor System Administrator 25 University Avenue
Adirondak Judicial and Housing System		Kent Guerin , System Administrator Lawrence Hall
TMA Work Order Submission System		Jeff Sugzdis , System Administrator
Document Management/Application XTender Systems		Pat Lenzi , Director of Administrative Computing Room 14 Allegheny Hall -or- Bill Bi , DBA, Room 19 Allegheny Hall

Please take note of the following:

- All students receive myWCU self-service access upon matriculation
- An Associated Employee, Student Worker (Grad Asst) or Guest Account applicant must now complete the standard [University Systems Personal Account Application](#), completing the section that pertains to them, and have it authorized by their cost center or department manager.
- If access is needed for a **student or graduate assistant** as part of their work assignment, the form must be also be authorized by the Provost or the area's Vice President. The temporary account is established and will need to be verified each term in order to be extended.
- There may be additional training required when additional access is granted within PeopleSoft, depending on the type of privileges being added.