



Office of Information Security | West Chester University  
West Chester, Pennsylvania 19383 | 610-436-3192 | fax: 610-436-3240  
wcupa.edu/IST

**University Systems Personal Account Application**

**Account Request Type:**  New Account  Re-Activate Account

**Account Information** (please print)

User Role:  Faculty  Staff  GA/Student  Guest/Associate

First Name\*: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

Birth Date\*: (MM/DD/YYYY) \_\_\_\_\_

WCU ID Number: \_\_\_\_\_ SAP Payroll ID: \_\_\_\_\_

Length of Employment:  Permanent  Temporary until \_\_\_\_\_

Previous employee in this position: \_\_\_\_\_

**Guest/Associate Affiliation:**

- Council of Trustees/BOG
- Consultant/Contractor
- SSI
- Foundation
- USH
- Donor
- Governmental/ROTC
- Volunteer
- VIP/Visiting Scholar
- Guest

**Department Information**

Department Name\*: \_\_\_\_\_ SAP Cost Center: 75 \_\_\_\_\_

Department Head Name\*: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Department Contact\*: \_\_\_\_\_

**Special Requests:**

**Notes:**

- Name should match the person's state or federal ID (Same form of ID used for Human Resources).
- Please provide WCUID whenever possible.
  - It doesn't matter if the person was a in a different role (student vs emp.)
- Scan the completed form to [WCUNAA@wcupa.edu](mailto:WCUNAA@wcupa.edu)
  - Scanning the form is preferred instead of faxing. You may keep the original.

<b>Information Services Use Only</b>			
<b>PASSHE SAM:</b>	Date Finalized:	Associate to HR:	
	Date Provision:		