



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
 - Scanning the form is preferred instead of faxing. You may keep the original.

Information Services Use Only			
PASSHE SAM:	Date Finalized:	Associate to HR:	
	Date Provision:		