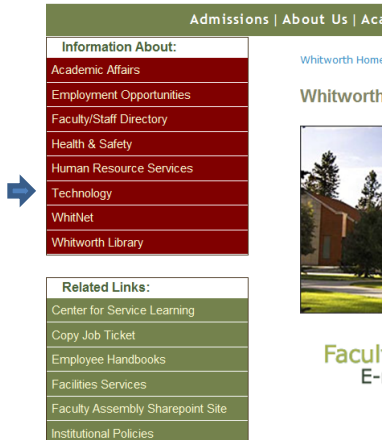


HOW TO FILL OUT A SYSTEM ACCESS REQUEST FORM

Please note... In order to be processed, this form must be filled out by the direct supervisor or department super-user of the employee needing the access.

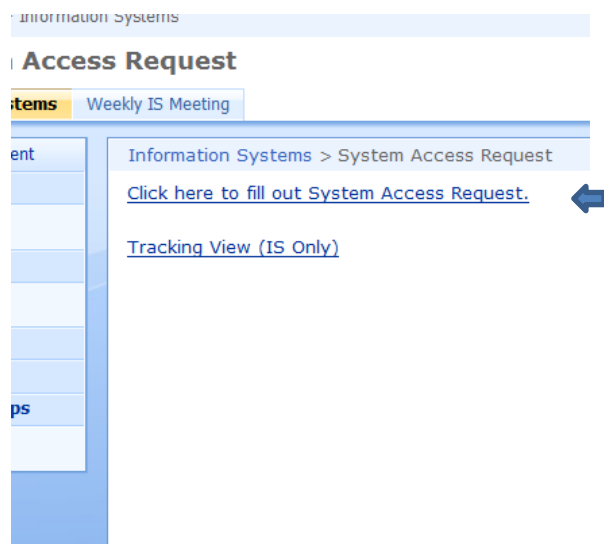
Go to the Whitworth homepage www.whitworth.edu, click on the "Faculty & Staff" tab, and click on the "Technology" link in the red sidebar on the left.



Click on the link for the [System Access Request Site](#)



Click on the link "[Click here to fill out System Access Request.](#)"





INFORMATION SYSTEMS ACCESS REQUEST

In order to be processed, this form MUST BE SUBMITTED BY THE DIRECT SUPERVISOR or DEPARTMENT SUPERUSER of the employee needing system access.

Access Request

Supervisor/Superuser Name:	Supervisor Phone:	Request Date:
Victoria Daggy	4765	1/4/2011
Name of employee who needs access (only enter one):	Employee Phone:	Employee ID Number:
To...		

(Click **To**, enter part of first or last name in **Find** box, click magnifying glass, select name, click **Add**, click **OK**.)

Employee Type:
(select one)

- Regular Employee
 Student Employee

Access Type:
(select one)

- New Access (*first-time access*)
 Additional Access (*additional access to an application employee already has access to*)



Access Description:
(check all that apply)

- Shared Drive Access
 Datatel Access (Colleague/Benefactor)
 Radix Access

Submit

The fields for the “supervisor/superuser name”, “supervisor phone” and “request date” fields should auto-populate. Fill in the first yellow field box with the employees name and check the name using the small icon to the right of the field box.

Name of employee who needs access (**only enter one**):

To...  

Enter the employee’s phone extension and ID number in the remaining yellow field boxes. Check the appropriate red-outlined boxes indicating what type of employee (regular or student) and what type of access (new or additional) you wish to grant to the employee. Finally, check the box indicating which access (shared drive, Datatel, or Radix) you are requesting. Hit the “submit” button.