

Administrative Account Request for SEU Employee

Usage of this account is governed by the St. Edward's University Technology and Information Policy

<http://www.stedwards.edu/policy.htm>.

| | | | | |
|---------------------------|----------------------------------|--------------------------------|----------------------------------|------------|
| Person Requiring Account: | <input type="checkbox"/> Faculty | <input type="checkbox"/> Staff | <input type="checkbox"/> Student | |
| ----- | ----- | ----- | ----- | |
| Print name | Signature | ID # | Date | Department |

All benefits eligible staff receive accounts for e-mail, Oracle Calendar, EdShare and Blackboard. Access requested is granted only after review by authorizing departments. **Accounts will not be active until current employment record exists.**

CARS Access (This is for group/department menus **only** if the employee requires specific permissions in CARS or other access those permissions must be checked below or the permissions/access will not be processed.)

___ Specific department menus in CARS– same access as staff (username) _____

___ Scanning Documents
___ EdWeb Admin Reporting (for Deans, Directors & Designated Personnel)

BOFF
RPA – Requisition, Purchasing & Accounts Payable

___ Preparer
___ Approver
___ Budget - List Account Number (s) or same as:

ADMS
EdWeb Student Documents Folder
___ GRAD Adms
___ UNDG Adms
___ NCOL Adms

FAID
___ Document Folder Access

REGR
___ Student Directory Information/ Images
___ Course Schedule Maintenance (for School Deans & Designated Personnel)

EdWeb Course Authorization Menu
___ All Conditions
___ Course Requisites
___ Schedule Conflict
___ Capacity
___ Late Adds
___ Section Requirements

EdWeb Classlists & Grade Entry
___ Instructor Only
___ Other

EdWeb Student Academic Records
___ Advisees Only
___ All Major(s)
___ All School or Department(s)
___ All GRAD
___ All UNDG
___ All NCOL
___ Other

___ EdWeb Student Documents Folder (REGR)
___ EdWeb Registration (for APSS & CAP Advisors Only)
___ Other

STAF
___ Student Judicial Information

OTHER ACCESS/PERMISSIONS
Specifically for student workers, adjunct faculty or non-benefits eligible staff.
___ EdShare
___ Oracle Calendar
___ Other

Computer Services Notes:

Print Supervisor Name Supervisor Signature Supervisor ID # Phone

Signature of Department Director or Dean (required for all requests)

Submit completed form to:
Computer Services
Campus Mail Box 1025

For Computer Services use only:

username _____ created/updated by _____ date completed _____