

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:	Faculty	Staff	Student	
----- Print name	----- Signature	----- ID #	----- Date	----- Department

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

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

If specific administrative database permissions are required, those permissions must be checked below or the permissions will not be processed.

___ 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

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

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

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 _____