

## Colleague User Access Form

**Instructions:** Fill out each applicable section of this form to obtain Colleague access. Obtain the appropriate signatures **ONLY** for the sections that are completed. Only Security Classes that are checked 'Add' will be added to the user's account.

**Check One**       New Account Setup       Modify Account  
 Disable Account      Reason for Modification \_\_\_\_\_  
e.g. Department Change, Increased Access, Name Change, etc.

**For Department changes, previous access will be deleted**

### Section I. All Users Fill Out This Section

Employee Name \_\_\_\_\_ User ID \_\_\_\_\_  
For modify or disable  
 \*Position \_\_\_\_\_ Datatel ID # \_\_\_\_\_  
 Department \_\_\_\_\_ Extension \_\_\_\_\_ SSN: XXX - XX - \_\_\_\_ - \_\_\_\_

**IMPORTANT**

- I will not disclose information that I obtain in performing my duties to anyone who does not require this information in their official capacity.
- I will use Colleague only for the purposes for which I am authorized.
- I will not allow anyone else access to my account or account information, or allow anyone to use my account to access information from the Colleague System

By signing below, I acknowledge that I have read and understand the above policy and will exercise due diligence in performing my duties in accordance with institutional policies. Not complying with policies above could lead to termination.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ERP USE ONLY**

User ID \_\_\_\_\_ Start Password \_\_\_\_\_

### Section II. Employee's Supervisor Authorization - *The supervisor for the requesting employee must sign below.*

Fill out options as applicable

**SSN ACCESS (Choose One)**     Grant Modify     Grant Inquiry     Restrict

**DOB ACCESS (Choose One)**     Grant Modify     Grant Inquiry     Restrict

Other \_\_\_\_\_

**Authorizing Supervisor or Department Head Signature** \_\_\_\_\_

### Section III. Human Resources Access - Complete this section if your position requires access to the HR application.

Check all that apply

Add	Drop		Add	Drop	
<input type="checkbox"/>	<input type="checkbox"/>	HR Access for Administration and Finance	<input type="checkbox"/>	<input type="checkbox"/>	HR Access for Payroll Manager
<input type="checkbox"/>	<input type="checkbox"/>	HR Access for Department Head	<input type="checkbox"/>	<input type="checkbox"/>	HR Access for Payroll Reconciliation
<input type="checkbox"/>	<input type="checkbox"/>	HR Access for Department Head (with NAE modification)	<input type="checkbox"/>	<input type="checkbox"/>	HR Access for Public Safety
<input type="checkbox"/>	<input type="checkbox"/>	HR Access for Director	<input type="checkbox"/>	<input type="checkbox"/>	HR Access for Support Staff
<input type="checkbox"/>	<input type="checkbox"/>	HR Access for Institutional Research			

If above options are checked, **HR Director's** Signature \_\_\_\_\_

## Colleague User Access Form

### Section IV. Student/Academic Access - Complete this section if your position requires access to the ST Application

Check all that apply

Add	Drop		Add	Drop	
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Academic Affairs Deans	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Divisional/Department Clerical
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Academic Affairs Department Heads/Chairs/Directors	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Graduate Dean/Staff
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Academic Affairs-Provost	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Institutional Research
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Academic Affairs Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Library Restrictions
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Academic Success/Student Retention	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for President/VP Support
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Continuing Education/Ft. Wood	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Undecided Advising

If above options are checked, **Vice President, Academic Affairs** Signature \_\_\_\_\_

Add	Drop		Add	Drop	
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Admissions/Records Directors	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Health Center Staff
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Admissions Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Housing/Student Life
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Counseling/Career Services	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Public Safety
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Dean of Students	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Records Support Staff
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Financial Aid Director	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Student Information Inquiry
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Financial Aid Officer	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Student FA Information Inquiry

If above options are checked, **Vice President, Student Affairs** Signature \_\_\_\_\_

Add	Drop		Add	Drop	
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Accountant	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Student Account Clerk
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Bursar	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Student Account Counselor
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Cashier	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Student View AR
<input type="checkbox"/>	<input type="checkbox"/>	ST Access for Sponsored Billing	<input type="checkbox"/>	<input type="checkbox"/>	ST Access for VPAF/Controller

If above options are checked, **Vice President, Administration & Finance** Signature \_\_\_\_\_

### Section V. Financial System Access - Complete this section if your position requires access to the CF Application

Check all that apply

Add	Drop		Add	Drop	
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Accountant I	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Grant Accountant
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Accountant II	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Payroll
<input type="checkbox"/>	<input type="checkbox"/>	CREES CF Access for AP Clerk	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Projects Requisitioner
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for AP Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Projects Req. Approver
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Adm. Asst. (for Journal Entries)	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Purchasing Clerk/Buyer
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Approver	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Purchasing Director
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Auditor - External	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Requisitioner
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Budget Officer	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Student Accounts Clerk
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Bursar	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Student Accounts Coordinator
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Cashier	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Warehouse Clerk
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Controller	<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Warehouse Supervisor
<input type="checkbox"/>	<input type="checkbox"/>	CF Access for Facilities Manager			

If above options are checked, **Vice President, Administration & Finance** Signature \_\_\_\_\_

#### VPAF Use Only

GLUD Assigned Role(s) \_\_\_\_\_

VPAF Signature \_\_\_\_\_

Needs ERP Attention    Date Entered \_\_\_\_\_    Entered by: \_\_\_\_\_