SUNY Old Westbury Web and Webconnect
User Access Request

NEW _____ (Or Additional)   *CHANGE* _____   **Removal Date** _____

Complete this form to request that a new user be added to the system or if a change has occurred. The user should complete the fields listed below on the form and sign

Name (Last, First, MI): _____

Building/Room: _____

Title: _____

Phone & UserID: _____

Department: _____

Email Address: _____

Effective Dates (Start and End Date if Applicable): _____

Copy Existing User Access (leave blank if not applicable): _____

Screens / Functions / Accounts Needed:
Please checks boxes for access required.

BI Access		E-Req	
SUNY Portal*		Other	

Accounts: _____

Comments * : _____
* If you require access other than BI, please identify the Security Access Permission on the SUNY Portal you are requesting.

_____   _____
User Signature   **Date**

*The user's signature on the form is acknowledgement that he or she will safeguard the system assets assigned to them and prevent unauthorized use of **SUNY Old Westbury/SUNY Administration** computer equipment & system.*

_____   _____
Dean/Chair Signature   **Date**

_____   _____
Supervisor Signature   **Date**

*Dean/Chair/Supervisor must sign the form. The signatures on this form is authorization to add the user to the computer system and confirmation that the user requires access to **SUNY Administration's** computer system to perform job duties. The supervisor will notify the campus security contact of user termination or transfer.*

_____   _____
VP for Area   **Date**

*Vice President or Administrative Area Head must sign the form. This signature on this form is authorization to add the user to the computer system and confirmation that the user requires access to **SUNY Old Westbury/SUNY Administration's** computer system to perform job duties.*

_____   _____
Campus Security Contact Signature   **Date**

Add to group: E-Reqs _____   Legacy username: _____
Add to group: BI _____   Job functions: _____