

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 check boxes for access required.

| | | | |
|--------------|--------------------------|-------|--------------------------|
| BI Access | <input type="checkbox"/> | E-Req | <input type="checkbox"/> |
| SUNY Portal* | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Accounts: _____

Comments * : _____

* If you require access other than BI, on the line above include the Security Access Permission listed 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.*

Supervisor Signature _____
Date

*Supervisor must sign the form. The supervisor's signature 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: _____ |