

SOUTHEASTERN USER APPLICATION FORM

This is an application for a user/operator account on Southeastern's administrative systems (PeopleSoft Student Admin and PS Financials, network, Alumni system, Student Records system, departmental and organizational accounts).

Instructions: Read this entire form as well as the Responsible Computing Policy, then complete the sections below. Return the completed application to McClimans Hall room 109. You or your department will be contacted with the account(s) information when available.

CHECK EMPLOYMENT TYPE: ___ Faculty ___ Graduate Assistant ___ Student Worker
___ Staff -If Staff, Job Title ___ Mini Grant ___ BU#
___ Department/Organization Account

Email alias:

PLEASE CHECK THE SYSTEM TYPE:

___ Alumni/Dev Foundation (ADS) ___ PeopleSoft-Student Admin
___ Textbook Rental (BKS) ___ PeopleSoft Financials

Visit www.selu.edu/leonet/Financials for more requirements.

___ Novell account ___ Student Records System (SRS)
___ Novell Shared Drives (j, y) ___ Vehicle/Campus Police (VEH)

Notes: ___ Comments: ___

IMPORTANT! PLEASE READ THE FOLLOWING BEFORE SUBMITTING THIS APPLICATION: BY SIGNING BELOW YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE UNIVERSITY'S RESPONSIBLE COMPUTING POLICY, AND AGREE TO ABIDE BY ITS TERMS. YOU ALSO AGREE TO USE YOUR ACCOUNT PRIMARILY FOR PURPOSES DIRECTLY RELATED TO YOUR JOB REQUIREMENTS.

Name: ___ Emp ID: ___

Department: ___ Phone: ___

Fac. Box: ___ Building: ___ Room: ___

Applicant Signature: x ___ Date: ___

Dept Head Signature: x ___ Date: ___

Sys Admin Signature: x ___ Date: ___

(REQUIRED ONLY FOR X ACCOUNTS)

x ___ Date: ___

DO NOT WRITE BELOW - FOR OFFICE USE ONLY

System Account

Username: ___ Password: ___

Issued By: ___ Date: ___

PeopleSoft-StudentAdmin

Operator Id: ___ Password: ___

PS Class: ___ Date: ___

PeopleSoft-Financials

Operator Id: ___ Password: ___

PS Class: ___ Date: ___

Network/Novell Account

Username: ___ Password: ___

Issued By: ___ Notes: ___ Date: ___

Contacted by: ___ Date: ___ Given to: ___