

User Account

To: Jerry Ciolkosz/Joe Lanager

From:

Date:

Re: New User Account for **Faculty** **Staff** **Work Study** **Wage Payroll**

First Name:

Middle Initial:

Last Name:

Requested User ID:

(If not specified, the university's assigned user name from OAS or CAC will be used)

Does this person want an electronic mail account with the College? (circle) **Yes** **No**

Department:

Office Address:

Office Phone number:

Name and phone number of person to notify:

Please have the employee sign below and return to Jerry Ciolkosz or Joe Lanager, 153 Hammond.

I have read and agree to comply with University Policies AD20, AD23, and ADG01

Signature of Employee

Date