

Clarion University
Employee Computer Account Authorization Request
Office of Human Resources, Center for Computing Services

Instructions: Department completes parts 1, 2.1, 2.2, and 2.3 for new accounts (or parts 1, 2.3, and/or 2.4 for changes to existing accounts) and submit completed form to Human Resources via e-mail. Upon receipt of completed form, Human Resources and Computing Services will contact the employee or the designated contact within two business days.

Type of account request: Add New Account Remove Account Modify Existing Account

PART 1 - EMPLOYEE INFORMATION

Completed by Department

iClarion Username: _____ **(for modify or remove)**

First Name: _____ *

Last Name: _____ *

Department: _____ *

SAP Employee ID#: _____ **(for Human Resources only)**

Employee Type: _____

Hire Date: _____

Desired Account Activation Date: _____

Supervisor/Chairperson: _____

***These fields are required**

PART 2.1 - POSITION INFORMATION

Completed by Department - Add

Position/Title: _____

Temporary Position: Yes No Temporary Position End Date: _____

New Position: Yes No If no, replacement for: _____

PART 2.2 - ACCOUNT NOTIFICATION INFORMATION

Completed by Department - Add

Contact _____ for the initial account activation notice.

Notification Information

Contact Name: _____ Contact E-mail: _____ Contact Phone: _____

PART 2.3 - ACCOUNT NOTIFICATION INFORMATION

Completed by Department - Add

Employee computer accounts include:

- All employees: E-mail, iClarion portal, Windows Active Directory, PASSHE ESS and Active Directory and e-mail listservs ANNOUNCE and ALL-L
- Faculty also receive: SIS - Web for Faculty, Jupiter Web Space, and BlackBoard

Other Requested Account Options:

*Please check all that are required for position, note some accounts will require training before access is granted;
Employee will be contacted by the designated training office*

- | | |
|--|--|
| <input type="checkbox"/> SIS - Student Information System - (Training Contact - Registrar) | <input type="checkbox"/> Jupiter Account (faculty web space and storages) |
| <input type="checkbox"/> CMS Web Authoring - (Training Contact - University Relations) | <input type="checkbox"/> SAP HR (Payroll) - (Training Contact - Human Resources) |
| <input type="checkbox"/> SAP FI (Budget) - (Training Contact - Accounting/Purchasing) | <input type="checkbox"/> Telephone Service |
| <input type="checkbox"/> PeopleAdmin (Job Search) (Training Contact - Human Resources) | <input type="checkbox"/> Other: _____ |

PART 2.4 - ACCOUNT MODIFICATION INFORMATION

Completed by Department - Modify

Completed by Human Resources for chair updates - Modify

Type of Modification: Name Change Department Change Employee Type Change Department Chair Change

Old Dept. Name: _____

New Dept. Name: _____

Employee Type: _____ (if changed)

Comments:

PART 3 - ACCOUNT REMOVAL INFORMATION

Completed by Human Resources - Removal

Date of separation: _____

Comments:

COMPUTING SERVICES SECTION - FOR INTERNAL USE

SIS Op#: _____

CMS OU: _____

R25: _____

SAP Account: _____

People/Admin: _____

RE/FE: _____

Jupiter: _____

Phone: _____

Notification: _____

Faculty ID#: _____