



REQUEST FOR ACCESS TO CORPORATE INFORMATION

PLEASE NOTE: This form cannot be processed by ITS until an active appointment is reflected within the HR system for the REQUESTOR.

The Human Resources department have developed their own form based on specific requirements of the MyHumanResources application. The Request for Access to Human Resource Data and Reporting can be found [HERE](#).

SECTION I -REQUESTOR

UWO Employee Id Number: _____

Are you a new user Y/N ____?

NAME (full name with middle initial)

If YES please state who you are replacing.

TITLE FULL/PART TIME

If NO please state previous department and title.

DEPARTMENT

FACULTY

List any current PeopleSoft access.

BLDG/ROOM

PHONE/EXT

REQUESTOR'S SIGNATURE

DATE

What Operating System are you Using?

Win XP ___ Win Vista ___ Linux ___ or Mac ___

By signing this request for access to central data, the REQUESTOR understands and accepts the responsibilities outlined in the University Of Western Ontario Policies and Procedures "Code of Conduct re: University Data and Physical Resources" No.1.13

<http://www.uwo.ca/univsec/mapp/section1/mapp113.pdf>

SECTION II - ACCESS APPROVAL

UNIT HEAD'S APPROVAL

UNIT HEAD'S SIGNATURE

DATE

UNIT HEAD'S TITLE

By signing this request for access to central data, the REQUESTOR understands and accepts the responsibilities outlined in the University Of Western Ontario Policies and Procedures "Code of Conduct re: University Data and Physical Resources" No.1.13

<http://www.uwo.ca/univsec/mapp/section1/mapp113.pdf>

SECTION III - DATA ACCESS

Place a check mark beside the categories/sub categories that you would like access to. If this is an upgrade please check here ___ and only indicate *NEW* services.

ADMINISTRATIVE SYSTEM

- ___ E-mail (Outlook or Thunderbird)
- ___ Other System _____
- _____
- _____

HE - HIGHER EDUCATION

- ___ Inquiry Only: (all modules)
- ___ OOR ExtraNet Only
- ___ Cognos
- ___ Maintenance: (indicate specifically what you need to maintain for each module)
- ___ Academic Records: _____

AIS - ADVANCEMENT INFO SYSTEM

- ___ Alumni/Development Information

CENTRAL SERVER ACCESS

- ___ Cluster
- ___ Western ROAMs (network drive, RDC)
- ___ Other _____
- _____
- _____
- _____

- Undergrad/Grad
- ___ Admissions: _____
- _____
- ___ Scholarship & Awards: _____
- _____
- ___ Student Financials: _____
- _____

For Internal Use Only		
PS Security Officer:	_____	_____
	PeopleSoft Id	Agent
		Date

Send this completed request along with page 1 to: Computer Accounts Office SSB 3300, 519 661-3800,
Fax 519 661-3486

SECTION III - DATA ACCESS cont'd

Place a check mark beside the categories/sub categories that you would like access to. If this is an upgrade please check here ___ and only indicate *NEW* services.

FS - PEOPLESFT FINANCIALS

- ___ On-Line Journal Entries
- ___ General Ledger Inquiry

UNIT/DEPARTMENT CODES TO ACCESS

___ Accounts Payable Inquiry

___ Purchase Order Inquiry

___ Acct. Receivable Application

___ Reports

PROJECT CODES TO ACCESS

GRANT CODES TO ACCESS

For Internal Use Only

PS Security Officer:

PeopleSoft Id

Agent

Date

Send this completed request along with page 1 to: Computer Accounts Office SSB 3300, 519 661-3800,
Fax 519 661-3486