



IT ACCESS REQUEST FORM

Instructions: Hiring Manager works with Data Steward and Information Analyst (IA) to fill out this form (employees do not submit for themselves) and email to its@WPI.EDU.

For New Employees: Complete and forward this form to Information Technology 10 days prior to start date.

For Existing Employees: Complete and forward this form to Information Technology.

For Student Workers: Complete only "IT Access Request for Student Workers" available online at its.wpi.edu.

Person Details:

Last:	Middle:	First:			
WorkdayTitle:		Worker Type:	Faculty/Staff	Contingent	
Department:		Status:	New	Rehire	Extension
Manager/Sponsor:		Role:	Permanent	Temporary	
WPI ID#:		End date:*			
Personal email:					
Effective/Start Date:				<i>*Required for contingent/temps. If no date is specified account terminates in 6 months.</i>	
Does this individual need Technology Orientation?	YES	NO			

Share/Site Access:

Network Shares: List complete folder name
Example: information technology\IT\fc_IT_Division

SharePoint: List site name
Example: sharepoint.wpi.edu/offices/ITSM

Banner/Oracle/Web Tailor Roles: *(Note: Access to Human Resources and Finance is READ ONLY)*

Check access required: **PROD** **PPRD** **TRNG**

Add user to Banner Class(es):

Add user to Oracle or ODS role(s):

Banner Security:

Check services required: **FINANCE QUERY** **GRANT REPORTS** **WEB TIME ENTRY**

List the Funds and Organization codes employee will need to access:

Argos Access:

Web Tailor Role:

Other Systems Access:

Business Justification:

Approval: When Access Is Provisioned Notify:

Department Head: _____ Date: _____
 Data Steward/IA: _____ Date: _____

Name: _____
 Email: _____
 Phone: _____