



## User Account Request

### To be completed by new employee:

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Last Name \_\_\_\_\_ PSU User ID \_\_\_\_\_

Department \_\_\_\_\_

Office Address \_\_\_\_\_

Office Phone Number \_\_\_\_\_

I have read and agree to comply with all laws and University and College of Engineering policies; including, but not limited to, AD20, AD23, ADG01.

New Employee Signature \_\_\_\_\_

### To be completed by Department Technical Contact:

Account type: Faculty  Staff  Work Study  Wage Payroll  Grad  Web  Service

Domain: ENGR  COEACCESS

If ENGR Domain:

ENGR email account requested? Yes  No

Engr Voicemail? Yes  No

If COEACCESS: DCE authentication? Yes  No

New Employee Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Technical Contact Signature \_\_\_\_\_

### To be completed by Authorized Supervisor/Manager:

I have reviewed and approve of this new user request.

Authorized Supervisor/Manager Signature \_\_\_\_\_