



User Information (Required for Processing-Please type or print legibly)

Last Name: _____ First Name: _____ Middle Initial: _____
CSUB ID #: _____ Email Address: _____ Work Phone: _____
Department: _____ Faculty Staff Student Worker
 New Employee Existing Employee Contact (If other than the user): _____ Effective Date: _____

Access Roles

Requester: Please check each role you are requesting.

Security roles marked with + symbol provide access to Level I confidential data. Please refer to www.csub.edu/its/about/security/infosecurityplan/ for classification of confidential data.

- Administrative Assistant I +
- Admission Director
- Admission Inquiry
- A&R / EUD Student Employee I
- Admission Technical Support
- Document Imaging I
- Document Imaging II
- EOP Staff +
- EOP Applicant View
- EOP Student Employee
- AD Evaluator Staff +
- CSU Mentor App Data Entry Process
- Orientation Staff
- Extended University Regional Extended
- University Student Employee I
- Prospect Recruitment Module
- Institution Planning & Research
- Enrollment Mgmt Veteran Affairs Coordinator
- Admission Veteran Affairs Coordinator
- Transfer Credit View Only
- Transfer Rule Setup
- Add on - External Org ID Setup
- Add on - Early Start Program Admin
- Add on - ADM Placement Support
- Add on - ADM Advising Support

Business Justification (REQUIRED FOR APPROVAL CONSIDERATION)

Employee Signature: _____ **Employee** – I have read and agreed to the confidentiality agreement at http://www.csub.edu/bas/hr/_files/_PeopleSoft/staffconfidentialityagree.pdf
 Student Workers – Please sign and attach a **new original** confidentiality agreement at http://www.csub.edu/cms/student_conf_agreement.pdf
 Employee & Student Workers – A copy of these documents are on file with my Dept. Mgr.(MPP)

Department Manager (MPP) Signature: _____ Date: _____

Approver Signature: _____ Date: _____

Approval of Director of Enrollment Services/University Registrar - Jennifer McCune -or-
Director of Enrollment Systems - Tommy Holiwell

After All Required Signatures - Return Original to: Enterprise Application -41Lib - FOR INTERNAL USE ONLY