

# Simmons College

## Datatel -- Colleague Access Request Form

~Return completed and signed form to Admin. Systems E-304 For account inquiries, call x2192~

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Extension \_\_\_\_\_ Simmons ID # \_\_\_\_\_

Department \_\_\_\_\_ Room No. \_\_\_\_\_ Computer Name \_\_\_\_\_

(To obtain the computer name, at login, go to the 'log on to' field and change the dropdown box from SIMMONSNT. The computer name will appear)

Computer Type: Mac \_\_\_\_ PC \_\_\_\_ **\*\*Delete Datatel Access**

Job Title \_\_\_\_\_ **\*\*Retired Login** \_\_\_\_\_  
(\*\*If applicable, please provide the current user login ID of department member who is leaving this position and place check in box)

Staff/Faculty \_\_\_\_ Student Worker \_\_\_\_ Temporary \_\_\_\_  
(Check One)

Module <small>(Refer to page 2)</small>	Colleague Mnemonics	Type of Access <small>(Circle one)</small>	
_____	_____	Inquiry Only	Maintenance
_____	_____	Inquiry Only	Maintenance
_____	_____	Inquiry Only	Maintenance
_____	_____	Inquiry Only	Maintenance

~~For other areas of Datatel Access outside your department, see page 2 for approval~~

Your Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

### Computer Facility Use

Email Name/Login ID _____	<input type="checkbox"/> User--UNIX	<input type="checkbox"/> UT.OPERS—SOD
User Informed By _____ Date _____	<input type="checkbox"/> NT Access	<input type="checkbox"/> Devices –SDD
UT.Opers Added for User — see below:	<input type="checkbox"/> Projects List	<input type="checkbox"/> SVM
_____		<input type="checkbox"/> CTEST UT.OPERS
_____		<input type="checkbox"/> CTEST Devices
_____		

## Access to Datatel Modules/Applications Not Owned by Your Department

Module/Appl.	Description/Office	Location	Contact	Ext.
ST	Student System -- Registrar's Office	C210	Donna Dolan	x2101
FA/AR	Financial Aid/Student Financial Services	W207	Diane Hallisey	x2004
AP/PU	Accounts Payable/Purchasing	E004	Kathy Peroni-Callahan	x2150
GL	General Ledger	W103	Patrica Fallon	x2018
RL	Residence Life	HCFLR2	Jeanais Brodie	x1102
HR	Human Resources	E201	Brenda Boyer	x2478
AM	Admissions Offices - Various	Call x2192 for Assistance		

Module <small>(see above)</small>	Colleague Mnemonics	Type of Access <small>(Circle one)</small>
_____	_____	Inquiry Only    Maintenance
_____	_____	Inquiry Only    Maintenance

**Comment:** \_\_\_\_\_

**Dept. Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Module <small>(see above)</small>	Colleague Mnemonics	Type of Access <small>(Circle one)</small>
_____	_____	Inquiry Only    Maintenance
_____	_____	Inquiry Only    Maintenance

**Comment:** \_\_\_\_\_

**Dept. Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_