

KEAN UNIVERSITY
REQUEST FOR DATATEL USER ACCOUNT
DISTRIBUTED FINANCIALS

PLEASE PRINT ALL INFORMATION: (* Indicated **REQUIRED** Information)

*NAME: _____ *TEL.EXT.: _____
(Last) (First) (M.I.) (Maiden)

*Faculty / Staff / Student ID#: _____ *DEPARTMENT: _____

* KEAN E-MAIL ADDRESS: _____

***EMPLOYMENT STATUS:** STAFF FACULTY
 ADJUNCT ACADEMIC SPECIALIST
 †OTHER (specify): _____ (Exp. Date: _____)
 († Temporary Staff must receive approval by Human Resources and sign this form.)

***COLLEAGUE FINANCIALS ACCESS - Check all that apply:**

- | | |
|---|--|
| <input type="checkbox"/> Requisition Maintenance (CF01) | <input type="checkbox"/> Requisition/Purchase Order Inquiries (CF04) |
| <input type="checkbox"/> Receiving (CF02) | <input type="checkbox"/> Budget Inquiries (CF05) |
| <input type="checkbox"/> Approvals (CF03) | |

***COST CENTERS:** _____

***APPROVALS:**

DEPARTMENT HEAD: _____ DATE: _____
FINANCIAL SERVICES: _____ DATE: _____

COLLEAGUE FIXED ASSESTS: Fixed Assets -- *Security Class: _____

***APPROVALS:**

DEPARTMENT HEAD: _____ DATE: _____
MODULE ADMINISTRATOR: _____ DATE: _____

IN SIGNING BELOW, I CERTIFY THAT I HAVE READ AND AGREE TO ABIDE BY THE KEAN UNIVERSITY POLICIES ON ADMINISTRATIVE COMPUTING SECURITY AND ON THE CONFIDENTIALITY OF RECORDS. I WILL UTILIZE COMPUTERIZED INFORMATION ONLY AS NECESSARY IN THE FULFILLMENT OF MY JOB RESPONSIBILITIES, AND I WILL PROTECT THE CONFIDENTIALITY OF THAT INFORMATION. I AGREE THAT I WILL MAINTAIN THE PRIVACY OF MY USER ID AND PASSWORDS AND THAT I WILL NOT ENABLE ANOTHER PERSON TO ACCESS INFORMATION USING MY ACCOUNT.

* EMPLOYEE SIGNATURE: _____ DATE: _____

OCIS USE ONLY

USER ID: _____ INITIATOR: _____

- New Colleague Account Colleague Security Updated

UNIX COMPLETED BY: _____ DATE: _____

COLLEAGUE COMPLETED BY: _____ DATE: _____

RELEASED TO: _____ DATE: _____

Notification: E-mail, Date Sent: _____ Voice Message Left, Date: _____