

KEAN UNIVERSITY
REQUEST FOR DATATEL USER ACCOUNT
STUDENT SYSTEM

PLEASE PRINT ALL INFORMATION: (* REQUIRED INFORMATION)

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

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

*KEAN E-MAIL ADDRESS: _____

*EMPLOYMENT STATUS: STAFF STUDENT/GRADUATE ASSISTANT (*Expire Date: _____)
 ADJUNCT FACULTY ACADEMIC SPECIALIST
 †OTHER (*Specify): _____ (*Expire Date: _____)
(†Temporary Staff must receive approval by Human Resources and sign this form.)

(This section to be completed by Module Administrator.)

*SECURITY CLASS: _____
(Must have security class name, no mnemonics.)

APPROVAL SIGNATURES

DEPARTMENT HEAD NAME: _____ DATE: _____
SIGNATURE: _____

Circle appropriate Module ID when signing

(CO FA FX GA HR RG RL SA UA) ADMIN: _____ DATE: _____
(CO FA FX GA HR RG RL SA UA) ADMIN: _____ DATE: _____
(CO FA FX GA HR RG RL SA UA) ADMIN: _____ DATE: _____
(CO FA FX GA HR RG RL SA UA) ADMIN: _____ DATE: _____

Please obtain separate approval signatures for each Module you are requesting access

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 STUDENT RECORDS (FERPA). 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 PASSWORD AND THAT I WILL NOT ENABLE ANOTHER PERSON TO ACCESS INFORMATION USING MY ACCOUNT.

*EMPLOYEE SIGNATURE _____ DATE: _____

OCIS USE ONLY

USER ID: _____ STAFF RECORD OFFICE CODE(S): _____

New Colleague Account Colleague Security Updated

UNIX COMPLETED BY: _____ DATE: _____

COLLEAGUE COMPLETED BY: _____ DATE: _____

RELEASED TO: _____ DATE: _____
(Print name) (Signature)

Notification: Sent E-mail – Date: _____ Phone call – Date: _____ Left Voicemail – Date: _____

STUDENT SYSTEM Module Administrator List

(For building locations, please refer to the “Campus Map” on the Kean University Home page.)

(PLEASE OBTAIN SEPARATE APPROVAL SIGNATURES FOR EACH MODULE YOU TO WHICH YOU ARE REQUESTING ACCESS.)

CO - Campus Organizations (Whiteman Hall WH-008)

- Maximina Rivera

Distributed Financials (2nd Floor Administration Bldg.)

- Jennifer Strahan
- Patricia Powell
- Joseph Antonowicz
- Heather Stein

FA - Financial Aid (1st Floor Administration Bldg.)

- Cheryl Zhang

FX - Fixed Assets (Maintenance Bldg. M-134)

- Faruque Chowdhury

GA - Graduate Admissions (Kean Hall Admissions 2nd floor)

- Carlos Nazario

HR - Human Resources (Administration Bldg. 2nd Floor)

- Jennifer Peters

RG - Registrar (Administration Bldg. 1st Floor)

- Aylin Brandon
- Bradley Jacobson

RL - Residence Life (Whiteman Hall WH-008)

- Punit Patel

SA - Student Accounting (Administration Bldg. 3rd Floor)

- Ivan Carter

UA - Undergraduate Admissions (Kean Hall Admissions 2nd Floor)

- Carlos Nazario

Once the form has all the necessary signatures, please forward to OCIS in Technology Building TEC-122 or email to Bradley Jacobson, bjacobso@kean.edu.