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 (Exp. Date:_____)

                        ❐ ADJUNCT   ❐ FACULTY   ❐ ACADEMIC SPECIALIST

                        ❐ †OTHER (specify):_____(Exp. 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.)

❐ Check here, if you would like this person to have access to SSN & D.O.B.

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

PLEASE OBTAIN SEPARATE APPROVAL SIGNATURES FOR EACH MODULE YOU ARE REQUESTING ACCESS.

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*APPROVALS:

DEPARTMENT HEAD:_____ DATE: _____

MODULE ADMINISTRATOR:_____ DATE: _____

MODULE ADMINISTRATOR:_____ DATE: _____

MODULE ADMINISTRATOR:_____ 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 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**:_____

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

MODULE ADMINISTRATOR LIST

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

Student System

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

Campus Organizations (Kean Hall K-124)

- Janice Murray-Laury

Financial Aid (1st Floor Administration Bldg.)

- Sherrell Watson-Hall
- Mukesh Patel

Graduate Admissions (Kean Hall K-121)

- Helen Ramirez
- Chad Austein

Human Resources (Administration Bldg. 2nd Floor)

- Laura Haelig

Registrar (Administration Bldg. 1st Floor)

- Paul Dinero

Residence Life (Whiteman Hall WH-008)

- Maximina Rivera
- Denise Castanon

Student Accounting (Administration Bldg. 3rd Floor)

- Orley Guzi
- Jamie Tsai

Undergraduate Admissions (Kean Hall K-217)

- Jennifer Kanellis
- Chad Austein

Once the form has all the necessary signatures, please forward to OCIS in Technology Building TEC-122.