

# KEAN UNIVERSITY

## REQUEST FOR IMAGENOW / WEBNOW USER ACCOUNT

**PLEASE PRINT ALL INFORMATION:** (\* REQUIRED INFORMATION)

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

\*Faculty / Staff / Student ID#: \_\_\_\_\_ \*DEPARTMENT: \_\_\_\_\_

\*KEAN E-MAIL ADDRESS: \_\_\_\_\_ \*NETWORK USER ID: \_\_\_\_\_

\*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.)

**DRAWER SECURITY ACCESS** (Imagenow Administrator must specify security group & sign.) **(This Section to be completed by Imagenow Administrator.)**

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| <b><u>TRANSFER ADMISSIONS (CAS)</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____                 | <b><u>SCHOLASHIP SERVICES</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____                   |
| <b><u>GRADUATE ADMISSIONS</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____                       | <b><u>UG ADMISSIONS</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____                         |
| <b><u>OFFICE OF THE REGISTRAR</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____                   | <b><u>UG ADMISSIONS PROSPECT</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____                |
| <b><u>OCEAN COUNTY COLLEGE(Transfer Admissions)</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____ | <b><u>FINANCIAL AID</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____                         |
| <b><u>POST BACCALAUREATE TCHR CERT</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____              | <b><u>COMPUTER SERVICES (OCIS Only)</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____         |
| <b><u>HUMAN RESOURCES</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____                           | <b><u>PAYROLL DEPARTMENT</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____                    |
| <b><u>STUDENT ACCOUNTING</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____                        | <b><u>CENTRAL DATA PROCESSING CENTER (CDPC)</u></b><br>Security Group: _____<br>Imagenow Administrator Approval: _____ |

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

**\*SUPERVISOR APPROVAL:**

DEPARTMENT HEAD: \_\_\_\_\_ 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: \_\_\_\_\_

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OCIS USE ONLY      USER ID: \_\_\_\_\_      New User Account      Updated User Account

OCIS APPROVAL: \_\_\_\_\_      DATE: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

DATE:

**Created:** August 28, 2007 / **Revised:** May 9, 2011

(1 of 2)

## **MODULE ADMINISTRATOR LIST**

(For building locations, please refer to the "Campus Map".)

### **Imagenow / WebNow System**

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

#### **Transfer Admissions & OCC (Center for Academic Success CAS-124)**

- Steven Kubow

#### **Graduate Admissions (East Campus)**

- Chad Austein

#### **Registrar (Administration Bldg. 1<sup>st</sup> Floor)**

- Jennifer Spiegel

#### **Scholarship Services (Townsend Hall T-129)**

- Brian Treanor

#### **Undergraduate Admissions (Kean Hall K-225)**

- Chad Austein

#### **Teacher Certification (Willis Hall)**

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#### **Financial Aid (Administration Bldg. 1<sup>st</sup> Floor)**

- Sherrell Watson-Hall
- Mukesh Patel

#### **Student Accounting (Administration Bldg. 3<sup>rd</sup> Floor)**

- Orley Guzi

**Human Resources (Administration Bldg. 2<sup>nd</sup> Floor)**

- Laura Haelig

**Payroll Department (Administration Bldg. 2<sup>nd</sup> Floor)**

- Kate Garra

**Computer & Information Services – OCIS**

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**Once the form has all the necessary signatures, please forward to OCIS**