



# NEIUworks Access Request for Employees

University Technology Services  
Revised 11/25/2013

- New Employee
  Modification to an Existing Account

**EMPLOYEE INFO**

Net ID: \_\_\_\_\_ (NEIUport login, NOT ID number or E-mail address)      ID Number: \_\_\_\_\_  
 Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Department: \_\_\_\_\_ Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Employee type:     Faculty     Staff     Student     Extra Help

**GENERAL ACCESS**

<input type="checkbox"/> Department Network Drive  Note: H and U drives are automatically added	<input type="checkbox"/> Department Email Account, Email Address: _____ Purpose: _____  End Date: _____
Printer Setup <input type="checkbox"/> Local  <input type="checkbox"/> Shared Location: _____	<input type="checkbox"/> Google Groups Account (List-Serv) Purpose: _____  End Date: _____

STUDENT ADVISING (Advisor Trac) Describe what you need to do: \_\_\_\_\_  
 STUDENT TUTORING & TRACKING (Tutor Trac)

<input type="checkbox"/> STUDENT ENGAGEMENT (Campus Labs)	<input type="checkbox"/> DIGITAL ACCESS MANAGEMENT (Widen)	<input type="checkbox"/> STUDENT CONDUCT MANAGEMENT (Simplicity Advocate)	<input type="checkbox"/> STUDENT SCHOLARSHIPS (Academic Works)
<input type="checkbox"/> STUDENT TESTING MANAGEMENT (Accuplacer)	<input type="checkbox"/> STUDENT CLUB MANAGEMENT (Collegiate Link)	<input type="checkbox"/> CAMPUS RECREATION (Fitness Trac)	

<input type="checkbox"/> NEIUport STUDENT TAB REQUEST Purpose: _____ _____ _____	<b>WEBSITE CONTENT MANAGEMENT SYSTEM</b> Role needed: <input type="checkbox"/> Author <input type="checkbox"/> Editor/Approver <input type="checkbox"/> Other _____
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Circle microsite(s) where access is requested:  
 - About - Academics - Alumni & Giving - CAS  
 - COBM - COE - COGS&R - El Centro - CCICS  
 - Financial Aid - Future Students - University Life

<input type="checkbox"/> FINANCIAL ADVISOR CHANNEL  Please indicate the fund and organization account. If needed, please review the COA Hierarchy report found at NEIUport. Please use the highest level (rollup) Org when applicable. All organizations under the higher level (rollup) will automatically be accessible. If additional accounts are needed, please attach a spreadsheet indicating those accounts.	<table style="width: 100%;"> <tr> <td style="width: 50%;">FUND/ORG CODE:</td> <td style="width: 50%;">FUND/ORG CODE:</td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> </table>	FUND/ORG CODE:	FUND/ORG CODE:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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1. **Information is to be used only by authorized individuals conducting the business of the department** indicated on the first page of this form.
2. **Use of information for personal or other non-University purposes is not allowed.**
3. **Discussing information** with or revealing it to anyone except authorized University staff members, is not allowed.
4. **Many items of financial and student information are protected by federal law** and must be safeguarded. Unauthorized inquiries or use may violate the federal and state law.
5. **Information can be released to a student only when the student's identity is verified.** In person, a photo ID is required, over the phone, identifying questions must be asked to confirm the identity of the student.
6. **Monitors should not be publicly viewable**, that is, monitors should not face non-authorized persons. Do not walk away from an unlocked computer while logged into Banner or other sensitive systems. Documentation and job aids must be safeguarded.
7. **Login credentials are not transferable or sharable.** Do not share your user name or password with anyone. See the NEIU policy on [Acceptable Use of Information Technology Resources](#).
8. **Entering and updating your own information is not allowed.**

**Review the following documents, then indicate your affirmation of compliance below.**

\_\_\_\_\_ **Acceptable Use Policy:** See the NEIUport login screen or go to  
 Initials [http://www.neiu.edu/DOCUMENTS/NEIUworks\\_UIS - Docs/I1\\_IT/01\\_Acceptable\\_Use/Pol\\_I1.1.1.pdf](http://www.neiu.edu/DOCUMENTS/NEIUworks_UIS - Docs/I1_IT/01_Acceptable_Use/Pol_I1.1.1.pdf)

\_\_\_\_\_ **Statement on the Privacy of Student Records:** See the NEIUport login screen or go to  
 Initials <http://www.neiu.edu/DOCUMENTS/NEIUport - Docs/ferpa/ferpa.pdf>

\_\_\_\_\_ **Data Standards Manual:** See the NEIUworks General Purpose Documentation web page or go to  
 Initials [http://www.neiu.edu/DOCUMENTS/NEIUworks - Docs/General Purpose - Docs/data\\_standards\\_2011-09-22.pdf](http://www.neiu.edu/DOCUMENTS/NEIUworks - Docs/General Purpose - Docs/data_standards_2011-09-22.pdf)

**AFFIRMATION OF COMPLIANCE:** I am requesting access to the systems, applications, and services listed. I have read the Affirmation of Compliance, Acceptable Use Policy, the Statement on the Privacy of Student Records, and the Data Standards Document, and agree to comply.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AUTHORIZATION:** As the employee's immediate supervisor or Dean/Director/Department Chair, I **approve** the access requested on this form. **If the employee named above leaves this department, I will notify UTS immediately** so the employee's account can be inactivated.

**Supervisor**

\_\_\_\_\_  
 Signature Print Name Date

**Dean/Director/Department Chair**

\_\_\_\_\_  
 Signature Print Name Date

***Print the completed form, have it signed, and send to: NEIUworks Access Request, Help Desk, LWH-0004***  
*Forms with illegible or incomplete entries will be returned. Signed forms can be scanned and emailed to [helpdesk@neiu.edu](mailto:helpdesk@neiu.edu).*  
*Typically, you will receive an e-mail with new account details within five business days.*