

Simmons College

Datatel -- Colleague/Benefactor Access Request Form

~Return completed and signed form to Admin. Systems E-304 For account inquiries, call x2192~

Employee Name _____ Date _____

School _____ Extension _____ Simmons ID # _____

Department _____ Room No. _____

Computer Type: Mac ____ PC ____ ****Delete Datatel Access**

Job Title _____ ****Retired Login** _____
(**If applicable, please provide the current user login ID of department member who is leaving this position and place check in box)

Staff/Faculty ____ Student Worker ____ Temporary ____
(Check One)

Module <small>(Refer to page 2)</small>	Colleague/Benefactor Mnemonics	Type of Access <small>(Circle one)</small>	
_____	_____	Inquiry Only	Maintenance
_____	_____	Inquiry Only	Maintenance
_____	_____	Inquiry Only	Maintenance
_____	_____	Inquiry Only	Maintenance

~~For other areas of Datatel Access outside your department, see page 2 for approval~~

Your Department Head Signature _____ Date _____

Computer Facility Use

Email Name/Login ID _____	<input type="checkbox"/> User--UNIX	<input type="checkbox"/> CTEST Devices
User Informed By _____ Date _____	<input type="checkbox"/> Projects List	<input type="checkbox"/> CTEST UT.OPERS
UT.Opers Added for User — see below:	<input type="checkbox"/> Devices –SDD	<input type="checkbox"/> BTEST Devices
_____	<input type="checkbox"/> UT.OPERS—SOD	<input type="checkbox"/> BTEST FR.OPERS
_____	<input type="checkbox"/> NT Access	<input type="checkbox"/> SVM
_____	<input type="checkbox"/> New Security Classes _____	
_____	<input type="checkbox"/> WM Access	

Access to Datatel Modules/Applications Not Owned by Your Department

Module/Appl.	Description/Office	Location	Contact	Ext.
ST	Student System -- Registrar's Office	C210	Donna Dolan	x2101
FA/AR	Financial Aid/Student Financial Services	W207	Diane Hallisey	x2004
AP/PU	Accounts Payable/Purchasing	E004	Kathy Peroni-Callahan	x2150
GL	General Ledger	W103	Patrica Fallon	x2018
RL	Residence Life	HCFLR2	Jeanais Brodie	x1102
HR	Human Resources	E201	Brenda Boyer	x2478
AM	Admissions Offices - Various	Call x2192 for Assistance		

Module <small>(see above)</small>	Colleague/Benefactor Mnemonics	Type of Access <small>(Circle one)</small>	
_____	_____	Inquiry Only	Maintenance
_____	_____	Inquiry Only	Maintenance

Comment: _____

Dept. Authorized Signature _____ **Date** _____

Module <small>(see above)</small>	Colleague/Benefactor Mnemonics	Type of Access <small>(Circle one)</small>	
_____	_____	Inquiry Only	Maintenance
_____	_____	Inquiry Only	Maintenance

Comment: _____

Dept. Authorized Signature _____ **Date** _____