

## Colleague & Informer Login/Change Request Form

Name of User: \_\_\_\_\_ Name of Requestor (if not user): \_\_\_\_\_

Department: \_\_\_\_\_ Request Date: \_\_\_\_\_

Colleague Login ID: \_\_\_\_\_ (if change in current access) Check One:  Faculty  Staff  Student

This form is used by members of The College of Wooster community to request an account or request a change in account privileges on the College's Institutional Information System (Colleague & Informer).

Currently, individual user access rights to our Institutional Information System data are determined by the appropriate supervisor; where applicable, the offices assigned data stewardship, and the Chief Information & Planning Officer. Requests to grant access to or change access for individual users are required from the appropriate administrative offices in writing prior to access being granted. User access is automatically revoked upon the end of employment with the College, upon the employee transferring to another position within the College (where access may be changed given the different nature of the employee's position), upon change in the employee's responsibilities within her or his current position, upon written or electronic notification from the administrative office assigned data stewardship, or upon notification from the Chief Information & Planning Officer or the College President.

**NOTE: PLEASE COMPLETE THIS REQUEST FORM AND FORWARD TO APPLICATIONS DEVELOPMENT, MORGAN HALL** OR Fill in the form, save, and attach to an email stating that you agree (User) or approve (Supervisor or Data Steward). Email to AppDev@wooster.edu

With receipt of a login account on the system you agree to principles regarding responsible and acceptable use of these information and system resources. These include:

- Abiding by the provisions of the College's Confidentiality Policy (see Handbook of Selected College Policies)
- Abiding by the provisions of the College's "Acceptable Use Policy".
- Abiding by the provisions of the College's "Administrative Data Access Policy".
- Abiding by the provisions of College policies and procedures pertaining to specific functions in the Colleague system.
- Abiding by the provisions of our software licenses, including maintaining confidentiality about the design, programming code, and structure of the software.
- Abiding by departmental procedures relating to the use of the system.
- Abiding by Application Development procedures relating to use of the Colleague system and Informer reporting tool.
- Conserving system resources, that is, being judicious in use of system sessions, running of programs and jobs, accessing printing resources so as not to hamper the work of others who are using the system

### THE FOLLOWING IS TO BE COMPLETED BY THE USER REQUESTING A NEW LOGIN OR CHANGE

Access change requested (if not new user):

Mimic access of another user? [  ] YES If so, user login:

Reason for login request or change:

I have read this document and applicable policies referenced above and agree to abide by these and any departmental or other applicable policies and procedures in my use of and access of information within The College of Wooster's Institutional Information System.

User signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REVIEWS:**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

*If Applicable:*

Signature of Director or Data

Steward authorizing request: \_\_\_\_\_ Date: \_\_\_\_\_

Director or Data Steward Name (Please print): \_\_\_\_\_

**AUTHORIZATION:**

\_\_\_\_\_ Date: \_\_\_\_\_

Chief Information & Planning Officer

**FOR APPLICATIONS DEVELOPMENT USE ONLY:**

Date Received	Security Classes Assigned	Date Completed in Colleague	Date User/Supervisor Notified	Date Form Filed & Location
By:	By:	By:	By:	By:

Circle/Check/Date all that apply:				
Budget Y N Training Date	Gloria Request Complete	Connie Request Complete	Unix Request Received	NO_PERSON_SEARCH CORE.IMAGE.DENY
Production - Test	OPERS	SVM	DRUS	NAE
User Login, ID, Full Name:				