



Office of Information Security
 014 Allegheny Hall
 West Chester University
 West Chester, Pennsylvania 19383

610-436-3192
 fax: 610-436-3110

<http://www.wcupa.edu/infoservices/security/>

University Systems Personal Account Application

Please check all that apply:

Account Request Type: New Employee Account Transfer Student to Employee Account Re-Activate Account

Part 1: Employee Information (please print)

First Name: _____ Middle Initial: _____ Last Name: _____

WCU ID Number: _____ Payroll ID: _____ Previous Employee in Position: _____

Employment Status: Permanent Temporary until _____

Employee Type: Faculty Management Staff SCUPA Police/Sec Coach Other: _____

Campus Address: _____

Campus Phone Number: _____ Birth Date: (MM/DD/YYYY) _____

Signing this form acknowledges that you have read the Acceptable Use Policies for Employees.
 (<http://www.wcupa.edu/infoservices/aup.asp>)

Requestor signature: _____ Date: ____/____/____

Campus Directory Information:

Public Phone Number: _____

Public Fax Number: _____

Part 2: Approval Information (please print)

The person named above has my approval for the requested Logon access.

Supervisor's Full Name: _____

Phone Number: (____) _____ Department Name: _____

Please also notify: _____ SAP Cost Center: 75 _____

Supervisor signature: _____ Date: ____/____/____

Other Notes/Requests:

Items in Italics are minimum required for account creation.

Information Services Use Only			
PASSHE SAM:	InfoSec:	PeopleSoft:	SAP:
	NOC:		BlackBoard: