Access Request Form Instructions

The WestConnect Office has revised the attached Access Request Form. Any previous versions will not be processed. Please note that we have added an area to specify the semester for which the access is being given and we’ve added a shaded area for WestConnect Staff use only.

General Information:
All requests, whether they be group or individual must be submitted on an Access Request Form. This form must be completed in its entirety and sent via email ONLY to RequestWestConnect in order to be processed. Paper submissions will not be accepted. Departments must maintain their own records of all requests and dates of submission. Authorization for access into or the removal of access must come from the appropriate Chairperson, Director, or Management official.

Prior to the end of each current semester the WestConnect Office will request access information for the upcoming semester (Fall, Spring, Intersession, Summer). The departments will complete the form for the initial access request submission. Any changes or additions after the initial submission will require a new form to be submitted.

Instructions:
Top of Form:
Please fill in the name of the department, department head, department secretary, the contact information, phone number, date of submission and the semester and year for which the request is being made. This will help us to notify you when access is completed, or to address any questions we may have to the appropriate individuals. Please change the date of submission when submitting additional Access Request forms. This will help identify the most current information.

Identifying Information- Name and University ID Number:
The first two columns of the form provide the office staff the means to ensure access is being given to the correct individual. Both name and Banner identification number are required. Without these two columns completed, the form will not be processed. If a Banner number has not been assigned, as in the case of a Contractor or Affiliate, please contact the Westconnet Office directly for assistance.

Position:
It is important to note the proper position (i.e. FT, Adj., Student, etc.) in the appropriate box to avoid confusion when processing requests. Some individuals may be full-time in one department and part-time in another department. Please indicate the status for your department as is appropriate. (Non-
registered students needing access will require authorization from the Dean in addition to the chair or management official.)

Step 1- Initial Access Request or previous access:

This section is for initial access for a new individual. It is also to list new access areas for current Faculty, Staff, Students, etc. within the given semester.

Step 2: REMOVE ACCESS: Remove Access To

Using a new Access Request form for revisions and tracking the changes in the appropriate columns, will allow the WestConnect staff to readily identify your access changes.

After the initial request has been submitted, use the “Step 2: Remove Access To:” column to note areas to be removed from an individual’s access.

Step 3: EDIT ACCESS: Add Additional Access To

After the initial request has been submitted, use the “Step 3: Add Additional Access To:” column to note areas to be added in addition to the given semester’s access.

Access Expiration Date:

Permanent full-time faculty/staff do not have expiration dates. Access expires for all other faculty/staff, affiliates and students at the end of each semester or contract date as specified.

WestConnect Only-AR #:

This column is to be used by the WestConnect Office only. Each individual request is given a tracking number that is known as the Access Request Number. This information will be completed by the WestConnect staff and provided to you in a “Confirming Receipt” email. Please reference the AR# for inquiries regarding specific access request(s).