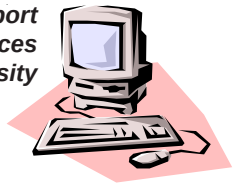
Clear Form

Request for Faculty/Staff Administrative Account
(TTUMIS)

Administrative Computing Support
Information Technology Services
Tennessee Technological University



*Complete the top portion using a **separate** form for **each** system requested. Forward as appropriate to:*

SIS or Web for Faculty - Phyllis Miller, Box 5026
HRS - Sue Pogue, Box 5132
ADS - Paul Isbell, Box 5047
FRS - Linda Maxwell, Box 5037
LMS - Vickie Floyd, Box 5037

Choose one > **Access Requested:** SIS (001) ☐ FRS (002) ☐ HRS (003) ☐ ADS (004) ☐
Web for Faculty/Reporting ☐ LMS(005) ☐

User's **Full** Name (First, Middle Initial, Last) _____ Social Security Number _____

Job Title/Position _____ TTU Box Number _____ Office Phone _____

Building/Room where PC is located _____ Department _____

Requested Username: _____ A username will be assigned based on your first initial and last name (e.g. jdoe). If you need to request a different username, please indicate the reason on the reverse side. Since usernames must be unique, your requested username may not be available.

Type of access or specific screens you will need: (e.g., Student Advisement, Schedule of Class update, etc.)

_____

I will use this account in accordance with the Code of Computing Practice. TTU Code of Computing Practice

User Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Action by Application Administrator** **(Use a separate sheet for each system):

SCT Security: System: SIS (001) ___ FRS (002) ___ HRS (003) ___ ADS (004) ___ LMS(005) ___

SCT Screen Access: D - deny, I - Inquiry, A - Full Access (Example: I-1** for Inquiry access to all 100 level screens).

_____

SCT Value Based Security (See Users Reference Manual for system)

_____

Application Administrator's Signature: _____ Date: _____

Action by Information Technology Services:

Assoc. Vice-President, ITS: _____ Date: _____

Username: _____ SCT System/Operator Num: _____/_____

Comments: _____

Security Administrator: _____ Date: _____

June 2004