Request for Ellucian Access

Access to the Ellucian Administrative system will not be granted until the following requirements have been fulfilled:
1. Read the *Security and Access Policy*.
2. Complete the *Ellucian Access Application* and acquire all necessary signatures.
3. Send completed application to the security administrator in ITS Administrative Computing at PRC 347.

Please fill out form completely. Incomplete forms will be returned to the requestor.
1. Full Name
2. Title
3. Department
4. User name: SUeID
5. Location: building, room
6. Campus Extension
7. Reason for access. Enter brief description as to why Ellucian access is requested.
8. Access type: Staff or Student employee
9. Computer Hardware: PC or Macintosh
10. Specify action:
    a. *Create New Account*: Request creation of a new account.
    b. *Modify Existing Account*: Add or remove access for an existing account.
    c. *Disable Account*: Disable account until a specified date. Include start and end dates.
    d. *Delete Account*: Delete account from system.

Access
Ellucian access is granted by security classes. An Ellucian security class is a collection of forms with specific access that are grouped together under one name. A list of Ellucian security classes is available upon request by calling x1301. Enter the name of the requested Ellucian security class(es) in the Class Access section of the form.

If a user needs access to a particular form, please enter the four letter mnemonic and the type of access needed (maintenance or inquiry) under the Individual Form Access section.

Alternately, access can be copied from one user to another. If a user needs the same access as another user, please enter the name of the user to be copied in the "Same access as:" field.

Required Signatures
1. Your signature.
2. Your department head's signature.
3. Signature(s) of each functional liaison from which you are requesting access (e.g., if you are requesting Student and Finance access, you would need signatures from both liaisons).

Submitting the Form
Return the completed form to:
ITS Administrative Computing, PRC 347

Ellucian Access Application

Employee Name: _____

Title: _____

Department: _____ User Name: _____

Building: _____ Room No.:_____ Extension: _____

Reason for access:_____

Access type: Staff or Student Worker   Hardware: PC or MAC

Action: _____   Disable Start Date: _____   Disable End Date: _____

Class Access		
Enter the classes to which you are requesting access or the username of someone who has the same access as you desire.		
Same access as:		

Individual Form/Process Access					
Enter the Form and type of access (M = maintenance, I = inquiry)					
Form	**Access**	**Form**	**Access**	**Form**	**Access**

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Confidentiality Statement:

I acknowledge that, as a Southwestern University employee with access to sensitive institutional information, I will maintain complete confidentiality. I understand that my signature on this letter signifies my agreement that during my employment at Southwestern University, and thereafter, I will hold in confidence and not directly or indirectly use, reveal, report, publish, disclose, or transfer any confidential information to any person or entity, or utilize any confidential information for any purpose except in the course of my work with Southwestern University. I have read the *Security and Access Policy* and the appropriate employee handbook.

_____
(Print Name)

_____
(Signature)   (Date)

I approve access for the above individual:

_____
(Department Head Signature)   (Date)

Please check all modules for which you are requesting access. You must get the signature of each appropriate functional liaison.

Module	Approval
[ ] Admissions	
[ ] Development	
[ ] Finance	
[ ] Financial Aid	
[ ] Human Resources	
[ ] Student	