

SACRED HEART UNIVERSITY – ADMINISTRATIVE INFORMATION TECHNOLOGY

REQUEST FOR COLLEAGUE LOGIN ACCOUNT FORM

SECTION 1: *(To be filled out by the individual requesting access to Colleague)*

NAME:

DEPARTMENT:

PHONE:

A login account will be created for you by Administrative IT using a combination of your initials and the main module of Colleague that you are accessing. Please make sure you include your middle initial in your name printed above. A temporary password will be provided to you as well and you will be prompted to change it the first time you log into Colleague and every 8 weeks after that.

SECTION 2: *(To be filled out and approved by the owner of the files being accessed)*

Circle the applications that this user needs access to:

CF – Colleague Financials

HR – Human Resources

CORE – Core Demographics

ST - Student

List out the individual mnemonics (which represent maintenance screens, inquiry screens, processes, and reports) that the above individual can access or security class containing a group of pre-defined mnemonics:

SECTION 3: *(To be filled out and approved by the owner of the files being accessed)*

Check the following areas of sensitive information that this individual needs access to, if any, and indicate why:

Birth Date

HIPAA

Social Security

Disability

Insurance

SECTION 4: *(To be filled out by the owner of the data files being accessed)*

Data Owner Signature(s): _____

Date: _____ / _____ / _____

An official request for an account can be sent via e-mail to the Admin IT Manager stating the above information.

FOR ADMIN IT: Account Created: ____ / ____ / ____ User Name: _____
ID: _____