

SACRED HEART UNIVERSITY – ADMINISTRATIVE INFORMATION TECHNOLOGY

REQUEST FOR RAISER’S EDGE LOGIN ACCOUNT FORM

SECTION 1: *To be filled out by the individual requesting access to Raiser’s Edge:*

NAME:

DEPARTMENT:

A login account will be created for you by Administrative IT using a combination of your last name and first initial (unless it has been used already). 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 should change it as soon as you log into the system your first time.

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

Please list out all of the processes and security classes that the above individual can access:

Owner Signature(s): _____

Date: _____ / _____ / _____

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

FOR ADMIN IT: Account Created: ____ / ____ / ____ Deleted: ____ / ____ / ____