



Special User Computer Access Request Form

Please provide photo ID with this form.

Section 1: General Information			
Full Legal Name: (Last, First, Middle)		Preferred First Name (if different):	
Social Security Number: - -	WOU ID#: V	Department:	
Permanent Address: Street/PO Box	City	State	Zip Code
Home Phone Number:	Cell Phone Number:	Email:	
Gender Identity:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth:
Section 2: Emergency Contact			
Name:	Relationship to You:	Phone Number:	
Section 3: Access Request			
Date Access Needed:			
Date Access Can Be Terminated:			
<i>Special users cannot maintain access indefinitely. If a termination date is not provided above, access will automatically terminate on June 30th, unless otherwise notified.</i>			
The user requests the following access (<i>check all that apply</i>):			
<input type="checkbox"/> User ID/Email Account			
<input type="checkbox"/> Drives (Please specify) _____			
<input type="checkbox"/> Moodle/SIAINST (For Moodle/SIAINST access, completion of the information below is required)			
Employee Type:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other _____
Appointment Type:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
Anticipated Start Date:	<input type="checkbox"/> Fall _____	<input type="checkbox"/> Winter _____	<input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____
<input type="checkbox"/> Other (Please specify) _____			

I agree that the above information provided is true and current to the best of my knowledge. I understand that this form **does not** authorize my employment with WOU, but only grants access to the computer functions listed above. I understand that Moodle/SIAINST access will be revoked on the Monday of the second week of the term I began working.

User Name (Printed)

User Signature

Date

Supervisor Name (Printed)

Supervisor Signature

Date

For office use only:

PPAIDEN SCST Add. Info. SIAINST ARRIVAL NOTICE ID CARD EMAIL