

## Concur User Access

Full-time:

Part-time:

Department: \_\_\_\_\_ Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Your seminary ext. (4-digit, directly to you, not to office/secretary): \_\_\_\_\_

Is this user replacing another? If so, whom? \_\_\_\_\_

Date of previous user's last day: \_\_\_\_\_

Email Address: \_\_\_\_\_@sbts.edu

Cost Center: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor ID #: \_\_\_\_\_

Print Name of Authorizing Supervisor: \_\_\_\_\_

Signature of Authorizing Supervisor: \_\_\_\_\_

We will provide you a password. You will be required to change your password at first log-on. Your password must consist of 3 of the following: Capital letter, lowercase letters, number, and symbol. The password must be at least 7 characters. Example: Welcome1