

Jenzabar EX Security Access Request Form

Date: _____

Dept. Name: _____

Position Change

Name Change

Employee Termination:

<i>Current Employee's Name</i>	<i>Last Day Worked</i>

New Employee or Security Change:

<i>Employee's Name and ID Number</i>	<i>Phone Ext.</i>	<i>Grant Same Access As: (name/username)</i>

Please Note: Jenzabar EX access will be enabled only after Human Resources has completed the PAF approval process.

Comments Specific Access Needed:

Authorized Signature _____ Print Authorized Name _____

Campus Technology Office Use Only:

Date Received: _____ Work Order #: _____

Username: _____ Add/Remove from Jenz Group: _____

Password: _____ Email Address: _____

Special Authorization Required:

Registration
 Payroll
 Requisitions
 Notepad
 Attributes
 ADDR Modification
 Prospect DB Only
 Prospect DB
 PAF
 Enterprise Rptg

Disabled User Login: _____ Date: _____ Deleted Date: _____

Completed By/Date: _____ / _____ Enabled Date: _____

Contacted Employee By/Date: _____ / _____ Time: _____

Contacted Employee By: Phone Voicemail Email

Contacted Computer Support Specialist Date: _____ Time: _____

Contacted Budget Manager for ER
 SBS_SQL Login
 Sentry File

DBs: _____