

REQUEST FOR ADMINISTRATIVE SYSTEMS ACCESS

(Please Print)

Date: _____
Name: _____
Location: Campus: _____
Office: _____ Room# _____
CX(CARS) ID#: _____ (must be on file before logon given)
Office Phone #: _____ ext. _____
Job Title: _____

Please check the type of logon you are requesting:

CARS Novell Web Server Space (faculty/staff only)

CARS printer name you will be using: _____

Other Helpful Information:

New Position Yes No

Replacement Position? Person you are replacing:

Person you are replacing left Webster? Yes No

If No, Department/Site moved to: _____

I acknowledge the confidential nature of non-public information regarding our employees, students, donors and other members of the Webster community and promise to respect and safeguard the privacy of members of the Webster community and the confidential nature of that information. I will not use another's computer sign-on or access code to gain access to confidential information without proper authorization.

I understand that I will only access information that is required for me to perform my assigned tasks. I understand that violation of any portion of the confidentiality agreement renders me subject to civil actions taken for any illegal violations of state and federal regulations and statutes.

Webster University will not only take disciplinary actions for its employees, we will also cooperate fully with proper authorities investigating any violations of student confidentiality.

Staff Member Signature _____

Signature of Department Head: _____

If you have any questions, please feel free to call Sharon Hessler at 314-968-7404. Please fax form to 314-968-5909.