

REQUEST FOR ADMINISTRATIVE SYSTEMS ACCESS

(Please Print and fax form to 314-968-5909)

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

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: _____

If Yes, does the computer logon (*username and password used to logon to the computer itself*) need to be reset? Yes No

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 call 314-968-7404.