

CALIFORNIA INSTITUTE OF TECHNOLOGY

Infinity System Responsibilities Access Request

ADD                       CHANGE                       DELETE

Employee     Temporary     Student     Consultant  \_\_\_\_\_ Other \_\_\_\_\_  
(company name)

TO BE EFFECTIVE:    Beginning date: \_\_\_/\_\_\_/\_\_\_  
Ending date: \_\_\_/\_\_\_/\_\_\_    OR    check if regular staff

User Information:

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

Mail Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_ CALTECH ID# \_\_\_\_\_

Phone Ext. \_\_\_\_\_ FAX \_\_\_\_\_

Department \_\_\_\_\_

Department Supervisor \_\_\_\_\_ Phone Ext. \_\_\_\_\_

| GROUP NAME          | YES                      | NO                       |
|---------------------|--------------------------|--------------------------|
| <u>Audit</u>        | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Controller</u>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Front Desk</u>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Housekeeping</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Management</u>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Reservations</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Supervisor</u>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Support</u>      | <input type="checkbox"/> | <input type="checkbox"/> |

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REQUESTED BY: \_\_\_\_\_ Phone ext. \_\_\_\_\_  
(please print name)

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APPROVED BY:

signed: \_\_\_\_\_ dated: \_\_\_\_\_  
Crystal Thomas

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