

CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for Student Affairs System Access

1. ADD CHANGE DELETE

2. Employee Temporary Student Consultant _____ Other _____
 (company name)

3. TO BE EFFECTIVE: Beginning date: ___/___/___
 Ending date: ___/___/___ OR check if Employee

NOTE: An ending date is required unless the user is an Employee. This date can easily be extended by the Approver.

4. User Information:

Name: Last _____ First _____ Middle _____

Mail Code: _____ E-Mail: _____ CALTECH UID# _____

Phone Ext. _____ FAX _____

Department _____

Department Supervisor _____ Phone Ext. _____

5.

Student Aid (SAS)

	YES	NO
Admin	<input type="checkbox"/>	<input type="checkbox"/>
Direct Loans	<input type="checkbox"/>	<input type="checkbox"/>
Read Only	<input type="checkbox"/>	<input type="checkbox"/>

Student Billing (SBS)

Bursar	<input type="checkbox"/>	<input type="checkbox"/>
Bursar Supvr	<input type="checkbox"/>	<input type="checkbox"/>
Cashier	<input type="checkbox"/>	<input type="checkbox"/>

Student Marketing (SMS)

Admin	<input type="checkbox"/>	<input type="checkbox"/>
CIT Annual Roll	<input type="checkbox"/>	<input type="checkbox"/>

Student Service (SSS)

	YES	NO
Admin	<input type="checkbox"/>	<input type="checkbox"/>
Dean of Students	<input type="checkbox"/>	<input type="checkbox"/>
Fellowships	<input type="checkbox"/>	<input type="checkbox"/>
Financial Aid	<input type="checkbox"/>	<input type="checkbox"/>
Grad Office Enrollment History	<input type="checkbox"/>	<input type="checkbox"/>
Graduate Office	<input type="checkbox"/>	<input type="checkbox"/>
Health Center	<input type="checkbox"/>	<input type="checkbox"/>
ISP	<input type="checkbox"/>	<input type="checkbox"/>
MSA	<input type="checkbox"/>	<input type="checkbox"/>

General

Athletics	<input type="checkbox"/>	<input type="checkbox"/>
Career Services	<input type="checkbox"/>	<input type="checkbox"/>
CIT Mail Services	<input type="checkbox"/>	<input type="checkbox"/>

6. REQUESTED BY: (print name) _____ Phone ext. _____

7. APPROVED BY:

signed: _____ dated: _____
 Debi Tuttle