


Computer Access Request Form - EDEN-OA Student Information System

 ACADIA UNIVERSITY	Instructions: Complete Box A and forward to Registrar's Office		
Box A: To be completed by Department			
<input type="checkbox"/> New Access	<input type="checkbox"/> Additional Access	Network username:	Current Eden username:
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	Expiry Date:	Eden ID:
Date:		Department:	
Position:		Is this a position change? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Name:			Initials (3 if available):
Reason for Access:			
Provide Access Similar to:		Registrar's Office Use Only HUB TICKET NUMBER:	
Authorized by: (Department Head) (<i>Please Print</i>)			Date:
Signature:			
Box B: Data Steward			
Access to:	Data Steward (<i>Please Print</i>)	Approval Signature	
Registrar's Office <input type="checkbox"/> Student Records (SR) <input type="checkbox"/> Degree Audit (PACE)	Sara Sponagle or Shawna Singleton		
<input type="checkbox"/> Admissions (GA)	Leigh-Ann Murphy		
<input type="checkbox"/> Student Accounts (BR)	Angela Blencowe or Moira Crowell		
<input type="checkbox"/> Financial Aid	Kim Rhymes		
Setup Reference Group Name:		Query Group(s): <input type="checkbox"/> Standard <input type="checkbox"/> Other	
Comments:			
Box C: Technology Services Use Only			
New User Name:		Comments:	
<input type="checkbox"/> Ebony Account Created by:			Date:
<input type="checkbox"/> Eden Access set up by:			Date: