Account Application Form v1.15

Please complete all relevant fields; otherwise, this form may be returned and account creation delayed. This form is to be used for all ITS accounts except student My Portal, student email, and facility request accounts. Any account changes or deletions are to be submitted using this form.

Scan and email the completed application, FERPA agreement and Acceptable Use policy to its@udmercy.edu. Changes, disables and deletions will be completed on the effective date. Once processed, the authorized supervisor will be notified of the applicant's credential information via email.

Completed forms require at least 5 business days for processing after HR data is in Banner.

Action: New Account   Account Deletion   Change to Account   Account Disable/Locked down

Today's Date: **Effective Date:**

General Information

First Name: MI: Last Name:

Position Title: Birthdate:

College/School:

Department:

Primary Campus: McNichols   Corktown   Law   Novi   Other:

Building and Room Number: Campus Phone Number:

If an existing Titan Number (T#) is known:

If an existing account, account name:

Internal Applicants (for those formally employed or directly paid by Detroit Mercy) - check appropriate

      Full-Time Faculty/Lecturer   Adjunct   Administrator   Staff   Student Employee

External Applicants (for those not formally employed or directly paid by Detroit Mercy) - check appropriate

Anticipated End Date: (Required)

      Vendor/Contractor   Intern/Assistantship   Volunteer   Other:

Instructions for ITS

Check all that apply:

    Titan Net Domain Access (Initial login to computer; access to network G and H drives)

    If this account should be identical to an existing employee, provide the login name:

    Office 365 Email (An email account with a standard Detroit Mercy email address)

    Requested account name for shared mailbox only:

    Usernames requiring shared mailbox access:

Banner

Profiles (For a complete listing of profile names, go to: www.udmercy.edu/about/its/access/profiles.php)

If this account should be identical to an existing employee, provide login name:

Banner Admissions	Required Profile Name:
Banner Financial Aid	Required Profile Name:
Banner Human Resources	Required Profile Name:
Banner Student Accounting	Required Profile Name:
Banner Student Registration	Required Profile Name:
Banner Student/Residence Life	Required Profile Name:
Banner Reporting	Additional Form Required:

                        Argos - www.udmercy.edu/about/its/access/files/argos.docx

                        Discoverer - www.udmercy.edu/about/its/access/files/discoverer.docx

Banner Finance	Required Profile Name:

Access Level: Posting Only   Query Only   Both posting and query

Purchase Requisitions/Change Order Approval Level: $0 $2500 $10000 $50000   Presidential

List all FOAPs:

Web Content Development

    Management System (Cascade account for management of official site)

    Identify site for management:

CashNet

    Cash Net Access

Departmental Applications

    Admissions Slate   Advancement Raiser's Edge

    Other (list names of all):

Your signature below indicates that you have read and accept all terms and conditions of all policies associated with the access you have been approved for. These policies are available for review at www.udmercy.edu/about/its/policies.

Employee Signature:_____

As the applicant's authorized supervisor (per HR), you approve this application having accepted the responsibility of educating the applicant with the applicable policies as documented on www.udmercy.edu/about/its/policies. By signing this form, you agree to communicate any and all changes regarding employment using this form to ITS. Terminations must be submitted in advance or at the time of termination; otherwise, you accept the risks to your departmental data for which ITS makes no guarantees.

Authorized printed Name:_____ **Campus Phone Number:**

Authorized Signature:_____