# UAM Authorization Form

☐ New Hire ☐ Change in Status Effective Start Date_____

Name _____ Working Title_____
*Last First Middle Initial*

Primary Unit_____ Mentor Assigned_____

## A. INFORMATION TECHNOLOGY (Email & Data Access)

1. Uamont.edu e-mail account authorized(please initial)? _____Yes _____ No
2. Initial all the applications for which the employee has authorized data access privileges:
   Standard Applications: _____ Advisor Registration _____ Student Record
   _____ Distributed Purchasing System
3. Initial all applications for which the employee has authorized data entry/update privileges:
   Administrative Data:

| | | |
|---|---|---|
| _____Admission (ADM) | _____Fiscal (FIS) | _____ Bookstore (BKS) |
| _____Payroll/Per (PAY) | _____Billing (SBR) | _____ Dist Purchasing (DPS) |
| _____Fixed Asset (FIS) | _____Registration (REG) | _____ Maintenance (MAI) |
| _____Financial Aid (AID) | _____Other | _____ Public Safety (SEC) |

4. Specialty software (other than the Poise System): _____

## B. PUBLIC SAFETY (Keys)

Keys authorized(please initial)? _____ Yes _____ No Temp. Parking Approval ____ Yes _____ No
*(for Adjunct Faculty)*

Account#_____

Building(s) _____ Room(s) _____

## C. FINANCE AND ADMINISTRATION (Telephone)

1. Phone line authorization(please initial)? _____ Yes ____ No
   If yes, please list phone line extension number. _____
2. Long distance code authorized(please initial)?_____ Yes _____ No
   If so, please list account number to be charged: _____
3. Voice mail set up(please initial)? ___ Yes _____ No

## D. IDENTIFICATION CARDS (Residence Life)

*(Only for individuals, not on the UAM payroll or Adjunct Faculty)*

Position or status: _____

## E. APPROVALS

*I approve the above authorizations.*

_____ _____ _____
Unit or Department Head Please Initial Date

_____ _____ _____
Supervising Executive Council Member Please Initial Date

Distribution: Original - Originating Department
Copy - Information Technology Copy - Public Safety
- Finance and Administration - Residence Life (Only for individuals not on the UAM payroll)

Updated 7-31-06