



User Account Request

To be completed by new employee:

First Name _____ Middle Initial _____

Last Name _____ PSU User ID _____

Department _____

Office Address _____

Office Phone Number _____

I have read and agree to comply with all laws and University and College of Engineering policies; including, but not limited to, AD20, AD23, ADG01.

New Employee Signature _____

To be completed by Department Technical Contact:

Account type: Faculty Staff Work Study Wage Payroll Grad Web Service

Domain: ENGR COEACCESS

If ENGR Domain:

ENGR email account requested? Yes No

Engr Voicemail? Yes No

If COEACCESS: DCE authentication? Yes No

New Employee Start Date: _____ End Date: _____

Technical Contact Signature _____

To be completed by Authorized Supervisor/Manager:

I have reviewed and approve of this new user request.

Authorized Supervisor/Manager Signature _____