

# PeopleSoft Student System Access Form

Faculty/Instructors and Advisors: If you only have general advising functions such as submitting grades and attendance, Viewing your class rosters (and not that of others, running evaluations (degree audits), opening registrations, etc., then you do **NOT** need to complete this form.

**Please indicate the type of request:**

- New Account     
  Remove Account     
  Change Account

**User Information:**

- Full-Time       Part-Time  
 Grad Student\*     Temp\*      Expiration Date:

\* An expiration date is required for all Grad Assistant and Temp accounts, Temp accounts must be renewed every 60 days.

Last Name:	<input style="width: 100%;" type="text"/>	First Name:	<input style="width: 100%;" type="text"/>	Middle Initial:	<input style="width: 50%;" type="text"/>
ID Number:	<input style="width: 100%;" type="text"/>	Campus:	<input style="width: 100%;" type="text"/>	Building:	<input style="width: 100%;" type="text"/>
Room:	<input style="width: 100%;" type="text"/>	Office Phone:	<input style="width: 100%;" type="text"/>	Department:	<input style="width: 100%;" type="text"/>
Title:	<input style="width: 100%;" type="text"/>	Date of Birth mm/dd/yyyy:	<input style="width: 100%;" type="text"/>	Last 4 digits of SS#:	<input style="width: 100%;" type="text"/>

**Requested Access: (please select ONE)**

- |   |   |
|---|---|
| <input type="radio"/> Academic Affairs                  | <input type="radio"/> International Office              |
| <input type="radio"/> Academic Enrichment & Evaluations | <input type="radio"/> Student Financials                |
| <input type="radio"/> Admissions Office (NYIT)          | <input type="radio"/> Enrollment Services Center        |
| <input type="radio"/> Admissions Office (COM)           | <input type="radio"/> Technology Based Learning Systems |

- Campus Life
- Collections Office
- Counseling & Wellness
- Faculty
- Financial Affairs
- Library

**ITI:**

- Security

**Financial Aid Office:**

- Setup/Administrative Access
- Administrative Access
- Staff Access
- Work Study Student

**Registrar's Office:**

- MED
- NYIT Administrative Access
- NYIT Staff Access
- NYIT Work Study Student

**Other:**

**Secondary Security Access (please select ALL that apply) Optional**

- |   |   |
|---|---|
| <input type="radio"/> Academic Affairs: Faculty Compensation Processing | <input type="radio"/> Registrar's Office: NYIT Veterans Processing  |
| <input type="radio"/> Admissions Office (NYIT): SEVIS Processing        | <input type="radio"/> Registrar's Office: NYIT Graduation Processing  |
| <input type="radio"/> Counseling & Wellness: Immunization Processing    | <input type="radio"/> Registrar's Office: NYIT TAP Processing   |
| <input type="radio"/> Financial Affairs: Financial Aid Posting          | <input type="radio"/> Faculty: Class Permissions Organization: <input style="width: 150px; height: 20px;" type="text"/> |

I understand that this account gives me access to administrative computing resources for my exclusive use, and support as an employee of NYIT. I take responsibility for maintaining the confidentiality of information viewed.

**Internal Use Only**

E mail Address:	<input style="width: 100%;" type="text"/>						
Unix Account ID:	<input style="width: 100%;" type="text"/>	Password:	<input style="width: 100%;" type="text"/>	initial:	<input style="width: 50%;" type="text"/>	Date:	<input style="width: 50%;" type="text"/>
PeopleSoft Account ID:	<input style="width: 100%;" type="text"/>	Password:	<input style="width: 100%;" type="text"/>	Initial:	<input style="width: 50%;" type="text"/>	Date:	<input style="width: 50%;" type="text"/>

By accepting this account to access the college computing system, including its hardware, data and any other information obtained from it in whatever form, you agree as an account holder to the following rules:

1. If the college has entered into non-disclosure agreements with vendors of various computer software, documentation materials regarding this software must not be revealed (including object code and source code, in the case of technical staff).
2. All personally identifiable information is confidential and the user will not reveal such information except to the extent required by his/her job responsibilities. Account holders should familiarize themselves with Family Educational Rights and Privacy Act (FERPA), which describe the policy with regard to confidentiality of student records.
3. All information is to be used only for institutional purposes. The account holder must not, without proper authorization, utilize computer equipment or programs to gain access to, copy, or obtain for personal use or information, records or information owned or processed by the college.
4. The account holder must call up or view only the information required to carry out his/her responsibilities.
5. The account holder must take care not to alter, damage, or destroy a computer system or computer network or the software program or data contained in the computer, computer system or computer network, and must not gain access to or alter a computer system, network program or data without proper authorization.
6. The account holder must at all times utilize the college computing system in accordance with established standards and procedures.
7. The account holder must not reveal his/her password to any other person. The account holder must change his/her personal password at **least** every six (6) months as an aid to maintaining security. The account holder's personal password must not be the same as a departmental password.

Violation of any of the above terms may be subject to a user disciplinary action.

I acknowledge that I have read the FERPA Rules. (A Complete copy of the FERPA rules can be obtained from the Office of Information Technology and Infrastructure.)

User Signature:

Print Name:

Supervisor  
Signature:

Print Name:

Data  
Administrator  
Signature:

Print Name: