

IT Dept. Form No.11.0.s 2012	
RARF NO.[	

Name:					ID No.:				
Position:					College/				
							rtment:		
□ Regular	☐ Probationary ☐ S	em-to-	Sem	□ Casual		□ Ot	hers		
Primary Job Responsibilities:						Access to UE System/ Modules			
					ACADEMIC				
-						□ A(	dmissions	□ All □ Selected	
-							RRM	□ All □ Selected	
							ollege Module	□ All □ Selected	
-							em/HS	□ All □ Selected	
							□ ID Printing □ All □ Select		
						□ Faculty Performance □ All □ Select			
							aluation	27 2 50.0000	
						□ Faculty Attendance □ All □ Selected			
						a ractity recentation			
-						Monitoring All = Salastad			
1 C C T	1 /84 1 1 1 61	0.0		1. 5.1.		□ Moodle □ All □ Selected			
	asks/Modules to be Giv						INCIAL		
(Attach separat	e paper when needed)	(plea		is Access Table Cod	de)	-	ible of Fees	□ All □ Selected	
				-View			sh Receipts	□ All □ Selected	
-				Add record			udent Accounts	□ All □ Selected	
-				Modify record			eneral Ledger	□ All □ Selected	
				Delete record			iyroll	□ All □ Selected	
			□ P-P	rint			me Keeping	□ All □ Selected	
-							ventory	□ All □ Selected	
ī					_	□ Bu	usiness Enterprise	□ All □ Selected	
-						□ Pe	ersonnel	□ All □ Selected	
					_	M	anagement Info		
By signing thi	is form, you are certifying th	at all info	ormation	n provided		[T]	D Utilities		
	ectandlikewiseauthorizingl			1		□ Internet Access			
the purpose of granting access to UE System/Modules. This form will be						□ Access Code Management			
kept secured and disposed of properly after the prescribed holding						☐ Printing of RC			
period.									
I, the und	dersigned, authorize	he abo	ve en	nployee to a	cce	ss the	e specified Module	es and assign	
	s thereof valid only f			. ,		to .			
Signature over Printed Name:						Date:			
(College Dean/Head of Office)									
ADDROVED									
	APPROVED For	mplem	entatio	on by:					
							(SVP/Chancettor)		
For IT Depar	tment Use only								
	,								
ITD Director					tor	Date Signed			
Account Name/ID: Date Created:									
Account Name/ID: Date Created:						Validity:			
Default Password:						User Acceptance			
							(Signature over Nam	ie &Date):	
Remarks:									
ITD Personnel	(Date)	Tech	suppo	rt Verificatio	n <i>(Dc</i>	ate)	Internal Audit	(Date)	
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