



UNIVERSITY OF THE EAST
Information Technology Department
REQUEST for ACCESS RIGHTS

APPENDIX 11

IT Dept. Form No.11.0.s 2012

RARF NO. []

Name:		ID No.:	
Position:		College/ Department:	
<input type="checkbox"/> Regular	<input type="checkbox"/> Probationary	<input type="checkbox"/> Sem-to-Sem	<input type="checkbox"/> Casual
Primary Job Responsibilities:		<input type="checkbox"/> Others	
<div style="border: 1px solid black; padding: 5px;"> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div>		Access to UE System/ Modules	
		ACADEMIC	
		<input type="checkbox"/> Admissions <input type="checkbox"/> DRRM <input type="checkbox"/> College Module <input type="checkbox"/> Elem/HS <input type="checkbox"/> ID Printing <input type="checkbox"/> Faculty Performance Evaluation <input type="checkbox"/> Faculty Attendance Monitoring <input type="checkbox"/> Moodle	<input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected
		FINANCIAL	
List Specific Tasks/Modules to be Given & Corresponding Rights <i>(Attach separate paper when needed) (please use this Access Table Code)</i>		<input type="checkbox"/> Table of Fees <input type="checkbox"/> Cash Receipts <input type="checkbox"/> Student Accounts <input type="checkbox"/> General Ledger <input type="checkbox"/> Payroll <input type="checkbox"/> Time Keeping <input type="checkbox"/> Inventory <input type="checkbox"/> Business Enterprise <input type="checkbox"/> Personnel Management Info	
<input type="checkbox"/> RO-View <input type="checkbox"/> A-Add record <input type="checkbox"/> M-Modify record <input type="checkbox"/> D-Delete record <input type="checkbox"/> P-Print		<input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected <input type="checkbox"/> All <input type="checkbox"/> Selected	
<div style="border: 1px solid black; padding: 5px;"> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div>		ITD Utilities <input type="checkbox"/> Internet Access <input type="checkbox"/> Access Code Management <input type="checkbox"/> Printing of RC	

I, the undersigned, authorize the above employee to access the specified Modules and assign specific rights thereof valid only from _____ to _____.

Signature over Printed Name: _____ Date: _____
(College Dean/Head of Office)

APPROVED For Implementation by: _____
(SVP/Chancellor)

For IT Department Use only		_____	
		ITD Director	Date Signed
Account Name/ID:		Date Created:	Validity:
Default Password:		User Acceptance (Signature over Name & Date):	
Remarks:			
ITD Personnel	(Date)	Tech support Verification	(Date)