



ADMINISTRATIVE ACCESS REQUEST FORM

Please refer to Section 1 of the Data Standards document, accessed through the link to Data Standards on the Employee Services tab of the MyXU Portal. Instructions to complete this form are located there. If requesting Finance access, you *must* include the relevant funds and orgs.

TO BE COMPLETED BY SUPERVISOR

ACCESS REQUEST FOR: _____ DIVISION/DEPT.: _____

MyXU USER NAME: _____ BANNER ID: _____

PHONE EXTENSION: _____ MAIL LOCATION: _____

EMPLOYMENT STATUS: continuing temp/student EXP. DATE: _____

ACCESS REQUEST: (Required – circle reason or write in justification)

ADD – New employee, additional access, new responsibilities, _____

REMOVE –Left Xavier, internal transfer, _____

Complete one form for each module. Check boxes as appropriate. Gray areas unavailable.

MODULES	INB	Self-service	Webfocus	Xtender	Other	Data Custodian	Mail location
Advancement						Mary Pranger	7740
Banner General						Dick Pulskamp	5121
Finance						Rob Munson	4531
Financial Aid						Marie Toon	5411
HR/Payroll						Kathy Riga, Suzanne Leiker	4641 4531
Student/Admissions						Eric Rodefeld	5311
Student/Bursar						Debbie Schneider	3181
Student/Registrar						Mary Alyce Orahood	3131
Student/Res Life						Sandi Schubert	2811

Workflow: Employee Appointment Form _____ Pat Woeste (ML 4541)

Other _____

SUPERVISOR _____
 Please print name Please sign Date

TO BE COMPLETED BY DATA CUSTODIAN

APPROVED BY: _____ DATE _____