

KEAN UNIVERSITY
REQUEST FOR DATATEL USER ACCOUNT
DISTRIBUTED FINANCIALS

PLEASE PRINT ALL INFORMATION: (* Indicated **REQUIRED** Information)

*NAME: _____ *TEL.EXT.: _____
(Last) (First) (M.I.) (Maiden)

*Faculty / Staff / Student ID#: _____ *DEPARTMENT: _____

* KEAN E-MAIL ADDRESS: _____

***EMPLOYMENT STATUS:** STAFF FACULTY
 ADJUNCT ACADEMIC SPECIALIST
 †OTHER (specify): _____ (Exp. Date: _____)
 († Temporary Staff must receive approval by Human Resources and sign this form.)

***COLLEAGUE FINANCIALS ACCESS - Check all that apply:**

- | | |
|---|--|
| <input type="checkbox"/> Requisition Maintenance (CF01) | <input type="checkbox"/> Requisition/Purchase Order Inquiries (CF04) |
| <input type="checkbox"/> Receiving (CF02) | <input type="checkbox"/> Budget Inquiries (CF05) |
| <input type="checkbox"/> Approvals (CF03) | |

***COST CENTERS:** _____

***APPROVALS:**

DEPARTMENT HEAD: _____ DATE: _____
FINANCIAL SERVICES: _____ DATE: _____

COLLEAGUE FIXED ASSESTS: Fixed Assets -- *Security Class: _____

***APPROVALS:**

DEPARTMENT HEAD: _____ DATE: _____
MODULE ADMINISTRATOR: _____ DATE: _____

IN SIGNING BELOW, I CERTIFY THAT I HAVE READ AND AGREE TO ABIDE BY THE KEAN UNIVERSITY POLICIES ON ADMINISTRATIVE COMPUTING SECURITY AND ON THE CONFIDENTIALITY OF RECORDS. I WILL UTILIZE COMPUTERIZED INFORMATION ONLY AS NECESSARY IN THE FULFILLMENT OF MY JOB RESPONSIBILITIES, AND I WILL PROTECT THE CONFIDENTIALITY OF THAT INFORMATION. I AGREE THAT I WILL MAINTAIN THE PRIVACY OF MY USER ID AND PASSWORDS AND THAT I WILL NOT ENABLE ANOTHER PERSON TO ACCESS INFORMATION USING MY ACCOUNT.

* EMPLOYEE SIGNATURE: _____ DATE: _____

OCIS USE ONLY

USER ID: _____ INITIATOR: _____

- New Colleague Account Colleague Security Updated

UNIX COMPLETED BY: _____ DATE: _____

COLLEAGUE COMPLETED BY: _____ DATE: _____

RELEASED TO: _____ DATE: _____

Notification: E-mail, Date Sent: _____ Voice Message Left, Date: _____

MODULE ADMINISTRATOR LIST

(For building locations, please refer to the “Campus Map” on the Kean University home page.)

Distributed Financials System

(PLEASE OBTAIN SEPARATE APPROVAL SIGNATURES FOR EACH MODULE YOU ARE REQUESTING ACCESS.)

Distributed Financials (3rd Floor Administration Bldg.)

- Alyce Franklin-Owens
- Patricia Powell
- Joseph Antonowicz

Fixed Assets (Maintenance Bldg. M-134)

- Jennifer Soyka

Human Resources (Administration Bldg. 2nd Floor)

- Laura Haelig