

Use this form for both granting **and** discontinuing access for non-employee residents.

Access granted/discontinued using this form is limited **ONLY** to the VAULT and the Library.

For other access needs (e.g. Banner, report access, etc.), the Administrative Computing Request Form will need to be completed.

Form is located at: http://www.andrews.edu/services/its/administrative_account_request.pdf

ACTION

(select one or both)

Begin Access Discontinue Access

GUEST STAFF INFO

Name _____

Andrews ID # _____

Job Title _____

Department Name _____

Dept Org # _____

Effective Date for Access: START _____

END _____

Capacity/Entity:

Teacher/Advisor

MI Conference

Other

AIM

PMC

GC

NADEI

Head/Chair of Department/Entity _____

ID # _____

Date _____

Human Resources Use Only

Employment Verification _____

Employee Class _____

Bio Form Submitted (date) _____

Position Code _____

Form Updated: 10/20/2009

Entered in Banner (by) _____ Date _____