

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 forms, report access, etc.), the **Administrative Computing Request Form** will need to be completed.

Form is located at: <http://www.andrews.edu/services/its/admin-systems/>

ACTION

(select one or both)

Begin Access

Discontinue Access

GUEST STAFF INFO

Name _____

Andrews ID # _____

Job Title _____

Entity/Department Name _____

Dept Org # _____

Effective Date for Access to: START _____

END _____

Capacity/Entity:

 AIM MI Conference Other GC PMC NADEI SDE Affiliate

Head of Entity/Chair of Department _____

ID # _____

Date _____

Human Resources Use Only

Employment Office Verification _____

Employee Class: XX

Bio Form Submitted (date) _____

Position Code _____

Form Updated: 6/2/2013

Entered in Banner (by) _____ Date _____