

# SECURITY ACCESS REQUEST

## ACADEMIC YEAR 2011-2012

Employees must first complete new user registration in e-campus. Enrollment Services can grant security access **only** for student records, advising, student financials and financial aid functions.

**Send Completed Form To:**

University of Rhode Island  
Enrollment Services Green Hall  
6 Rhody Ram Way  
Kingston, RI 02881 USA

Employee Name\*:

Date:

Job Title\*:

Email:

Phone: (401) 874-9500

Fax: (401) 874-2002

Website: [www.uri.edu/es](http://www.uri.edu/es)

Dept Name\*:

Emplid\*:

e-campus User ID\*:

New User Access

Change User Access

Delete User Access

Model this user's access after (name): \_\_\_\_\_

*Note: If access is modeled after another user, the following box can be left blank.*

Describe required access:

**NEW USER DECLARATION:**

I understand that information contained on the e-campus system is CONFIDENTIAL and must only be used in relation to authorized University business.

Signature:

Date:

***This access request requires authorization by your Dean, Department Head, Director or Business Manager.***

**Authorization:** I request that the above person be given the indicated level of access to Peoplesoft Student Administration.

Authorized by:

Name (print):

Position:

Date:

Fax completed form to: 4-7587 Attention Abby Fang  
For questions, contact Abby Fang at 4-2859 or [hsiumei@mail.uri.edu](mailto:hsiumei@mail.uri.edu)

For Enrollment Services Use Only:

Approved by:

Date:

