## **KEAN UNIVERSITY**

# REQUEST FOR DATATEL USER ACCOUNT STUDENT SYSTEM

## PLEASE PRINT ALL INFORMATION: (\* REQUIRED INFORMATION)

MODULE ADMINISTRATOR: DATE:	*NAME:		*TEL.EXT <u>:</u>
*EMPLOYMENT STATUS:	(Last)	(First) (M.I.)	(Maiden)
**EMPLOYMENT STATUS:	*Faculty / Staff / Student ID#	<b>!:</b>	*DEPARTMENT:
ADJUNCT   FACULTY   ACADEMIC SPECIALIST   †OTHER (specify):	KEAN E-MAIL ADDRESS:		
*APPROVALS: DEPARTMENT HEAD: MODULE ADMINISTRATOR: MODULE ADMINISTRATIOR: MODULE ADMI	* <u>EMPLOYMENT STATUS</u> :	STAFF	STUDENT/GRADUATE ASSISTANT (Exp. Date:)
(P Temporary Staff must receive approval by Humun Resources and sign this form.)  (This Section to be completed by Module Administrator.)  *SECURITY CLASS: (Must have security class name, no nunemonics.)  Check here, if you would like this person to have access to SSN & D.O.B.  *PLEASE OBTAIN SEPARATE APPROVAL SIGNATURES FOR EACH MODULE YOU ARE REQUESTING ACCESS.  *APPROVALS:  DEPARTMENT HEAD:  MODULE ADMINISTRATOR:  MODULE ADMINISTRATIVE COMPUTING SECURITY AND ON THE CONFIDENTIALITY OF STUDIENT RECORDS (FERRA). IN WILL UNITABLE COMPUTING SECURITY AND ON THE CONFIDENTIALITY OF STUDIENT RECORDS (FERRA). IN WILL WILL WILL WILL NOT ENABLE ANOTHER PERSON TO ACCESS INFORMATION USING MY ACCOUNT.  *EMPLOYEE SIGNATURE:  DATE:  OCIS USE ONLY  USER ID:  MORE CORRECTED BY:  MORE CORRECTED BY:  DATE:  COLLEAGUE COMPLETED BY:  DATE:  COLLEAGUE COMPLETED BY:  DATE:  RELEASED TO:  DATE:  RELEASED TO:  DATE:  RELEASED TO:  DATE:		🗇 ADJUNCT 🗇	FACULTY
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**Revised**: October 3, 2016 (1 of 2)

## MODULE ADMINISTRATOR LIST

(For building locations, please refer to the "Campus Map" on the Kean University Home page.)

#### **Student System**

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

#### Campus Organizations (Kean Hall K-124)

• Janice Murray-Laury

#### Financial Aid (1st Floor Administration Bldg.)

- Sherrell Watson-Hall
- Mukesh Patel

#### **Graduate Admissions (Kean Hall K-121)**

- Helen Ramirez
- Chad Austein

## **Human Resources (Administration Bldg. 2<sup>nd</sup> Floor)**

Laura Haelig

#### Registrar (Administration Bldg. 1st Floor)

Adam Stone

#### Residence Life (Whiteman Hall WH-008)

- Maximina Rivera
- Denis Castanon

#### Student Accounting (Administration Bldg. 3rd Floor)

• Orley Guzi

#### **Undergraduate Admissions (Kean Hall K-217)**

Chad Austein

### **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)

• Faruque Chowdhury

# **Human Resources (Administration Bldg. 2<sup>nd</sup> Floor)**

• Laura Haelig

Revised: October 3, 2016