

**KEAN UNIVERSITY**  
**REQUEST FOR REMOTE SYSTEM ACCESS**

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

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

\*FACULTY / STAFF ID#: \_\_\_\_\_ \*DEPARTMENT: \_\_\_\_\_

\*KEAN E-MAIL ADDRESS: \_\_\_\_\_ \*NETWORK USER ID: \_\_\_\_\_

\*EMPLOYMENT STATUS:      STAFF      FACULTY      ADJUNCT      ACADEMIC SPECIALIST

†OTHER (specify): \_\_\_\_\_ (Exp. Date: \_\_\_\_\_ )

(† Temporary Staff must receive approval by Human Resources and sign this form.)

**REQUESTED REMOTE ACCESS TO:**

<input type="checkbox"/> Datatel Web U.I.	<input type="checkbox"/> WebNow
<input type="checkbox"/>	<input type="checkbox"/>

**\*SUPERVISOR APPROVAL:**

SUPERVISOR SIGNATURE: \_\_\_\_\_ 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 STUDENT RECORDS (FERPA). 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 PASSWORD AND THAT I WILL NOT ENABLE ANOTHER PERSON TO ACCESS INFORMATION USING MY ACCOUNT.

\*EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OCIS USE ONLY     USER ID: \_\_\_\_\_      New Access      Updated/Revised Access

OCIS APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_