



CAL MARITIME

PeopleSoft System Access Request form

Step 1: To be completed by Employee

Last Name		First Name	M	PeopleSoft Employee ID (required)	
CMA Email Address		CMA Work Phone		Student	
Position/Job Title		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Department					

Step 2: Specify type of security request:

If known, list the name of an existing or prior PeopleSoft user who the individual requesting security should mirror. **Be as specific as possible.** Include PeopleSoft navigation if possible. Use an attachment if necessary.

Step 3: Obtain appropriate signature(s) Note: **only** the signature appropriate for the specific PeopleSoft suite requested.

<input type="checkbox"/>	Human Resources	_____	_____
	Signature of the Director of Human Resources		Date
<input type="checkbox"/>	Student Administration	_____	_____
	Signature from the Student Records Office		Date
<input type="checkbox"/>	CFS (Finance)	_____	_____
	Signature of the CFO or University Controller		Date
<input type="checkbox"/>	CFS Data Warehouse	_____	_____
	Signature of the CFO or University Controller		Date

Step 4: To be completed by CMA's Security Officer

Comments:

PS Security:

Name: _____ Signature _____ Date _____

IT Security:

Name: _____ Signature _____ Date _____