College of the Redwoods
Colleague
New User Form

Date: Permanent ☐ Associate Faculty ☐ Temporary ☐

Name: **Employee ID:**

Department: **Phone:**

Position Title:

Requesting security classes based on a current or former employee (example: Same access as Joe Smith).

Requesting security classes from the CF Module (example: CF.AP.CCTR and CF.GL.CCTR for cost center managers).

Requesting Specific Mnemonics from the ST, HR, or CORE Applications, please include Folder names and Inquiry Only status.

Extras: UT Download ☐ UT Upload ☐ UTFB ☐

Environment: LIVE ☐ TEST ☐

Supervisor's Signature :	Date:
Module Admin. Signature:	Date:

For IS Use Only
Assigned User ID: Staff Code Created: Yes ☐ No ☐   If "Yes", enter assigned staff code:
Completed in Colleague (initial and date):