



Procedure for obtaining access to Colleague

For NEW Colleague access

1. The person must be hired and must have a person record in Colleague (the person record is created by Human Resources). The supervisor for the new employee should fill out the “Colleague New User Form” and obtain all the required signatures. Forms that are received in IS that aren’t filled out correctly or don’t have the required signatures will be returned to the requestor.
2. Obtain the Module Administrator’s signature on the form. Module Administrator is the person responsible for a specific area of the software system. At the current time, these people are:

Tom Cossey, ITS	CORE, UT
Julia Morrison or Ericka Barber, Business Office	all CF modules; AR/CR in ST
Rianne Connor, Financial Aid	FA and ST
Tiffany Schmitcke, Admissions and Records	ST (excluding FA and AR/CR)
Tina Wahlund	all HR modules

*****It is possible that more than one Module Administrators signature will be required.***

3. Submit a scanned copy of the completed and signed form via the Spiceworks ticketing system. Allow about 48 hours for setup to be completed. The employee will be notified by e-mail when this is completed.

For changes, additions or deletions of access

1. Supervisor for the person should fill out the “Colleague Security Change Form”.
2. Obtain the Module Administrator’s signature on the form. See item #2 above.
3. Follow instructions in item #3 above.