
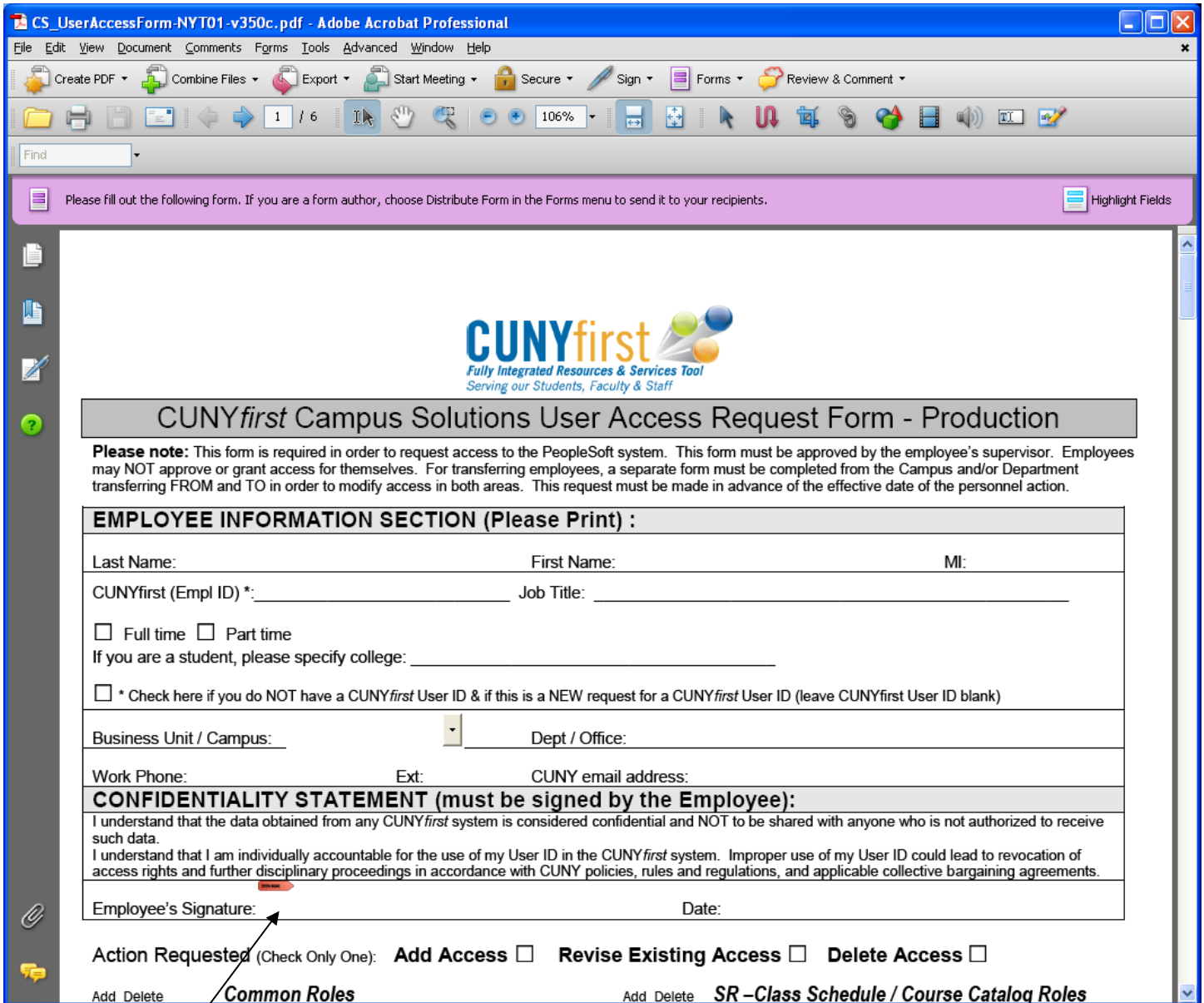


How To Electronically Sign the Security Forms

All the Security Forms have been converted to forms that can be filled out. Please consider that the forms may change from time to time as CUNY updates them. The College has modified the CUNY PDF Security forms to allow for our users to be able to fill them out electronically.

All sections marked with  must be signed electronically. The form must be signed by the Employee, the manager and the business owner(s).



CS_UserAccessForm-NYT01-v350c.pdf - Adobe Acrobat Professional

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Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

CUNYfirst
Fully Integrated Resources & Services Tool
Serving our Students, Faculty & Staff

CUNYfirst Campus Solutions User Access Request Form - Production

Please note: This form is required in order to request access to the PeopleSoft system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the effective date of the personnel action.

EMPLOYEE INFORMATION SECTION (Please Print) :

Last Name: _____ First Name: _____ MI: _____

CUNYfirst (Empl ID) *: _____ Job Title: _____

Full time Part time

If you are a student, please specify college: _____

* Check here if you do NOT have a CUNYfirst User ID & if this is a NEW request for a CUNYfirst User ID (leave CUNYfirst User ID blank)

Business Unit / Campus: _____ Dept / Office: _____

Work Phone: _____ Ext: _____ CUNY email address: _____

CONFIDENTIALITY STATEMENT (must be signed by the Employee):

I understand that the data obtained from any CUNYfirst system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: _____ Date: _____

Action Requested (Check Only One): **Add Access** **Revise Existing Access** **Delete Access**

Add Delete **Common Roles** Add Delete **SR-Class Schedule / Course Catalog Roles**

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

Managerial Request:

Business Unit / Campus: <input type="text"/>	Department / Office: <input type="text"/>
Last Name, Requesting Supervisor: <input type="text"/>	First Name: <input type="text"/>
Signature, Requesting Supervisor: <input type="text"/>	Date: <input type="text"/>

Business Owner / Student Records:

Last Name: <input type="text"/>	First Name: <input type="text"/>
Signature: <input type="text"/>	Date: <input type="text"/>

Business Owner / Student Financials Approval:

Last Name: <input type="text"/>	First Name: <input type="text"/>
Signature: <input type="text"/>	Date: <input type="text"/>

Business Owner / Financial Aid Approval:

Last Name: <input type="text"/>	First Name: <input type="text"/>
Signature: <input type="text"/>	Date: <input type="text"/>

Click on the location with the .

The following window will appear. Enter your password and click Sign.

The PDF with your signature will need to be saved under a different file name.

