

Computer Access Form

IT IS IMPORTANT THAT ALL THE FIELDS BELOW CONTAIN THE NECESSARY INFORMATION.

INCOMPLETE FORMS WILL NOT BE PROCESSED!

COMPLETE THE REQUIRED FIELDS ON BOTH PAGES AND THEN PRINT FOR SIGNATURE(S).

Once this form is complete, it must be approved by the supervisor and forwarded onto MSUE HR. When the form is processed, notification will be sent to the supervisor/district support and/or the person gaining ANR systems access. **An**

ANR account can only be granted following notice of the individual's NetID.

Account Type:

Existing NetID (if applicable):

Current email address:

Individual's Status:

Start Date:

Office Phone Number (REQUIRED):

Name of person requiring access (First Middle Last):

Job Title:

Institute Name:

Primary County/District:

Office Mailing Address:

Employee requires the following access – please mark all that apply

- MSUE SharePoint:
 - MSUE.SG.All.SharePoint (provides generic access to MSUE SharePoint locations)
 - MSUE_CO and CountyName (Primary County only)
 - Institute folder (as permitted)
 - Other folder(s)? Be specific; include file path

- PEARS
- Lightspeed Cashier (entering sales)
- Lightspeed Manager (entering/correcting sales and preparing deposits)
- WebNEERS (EFNEP funded)

Generic ListServ, Distribution Lists (DLs)

- MSUEEVERYONE ListServ- **REQUIRED**
- MSUE.DL.AllUsers- **REQUIRED**
- MSUE.DL.<COUNTYNAME>

Institute Specific Distribution Lists (DLs):

- MSUE.DL.AgricultureandAgribusinessAll
- MSUE.DL.CFEIAll
- MSUE.DL.CYFCAllUsers
- MSUE.DL.HNIAAll
- MSUE.DL.PrepmiChildrenYouth

For all other DL's, please provide the exact name of the DL.

If you aren't sure of the name, you can find them in the address book in Outlook by searching for MSUE.DL... (Example: MSUE.DL.ACMembers or MSUE.DL.CY4H_PC)

Please list any other access needed that has not been listed in the above fields.

Request/Approval

Signature: _____ Date: _____

Authorized approvers vary based on the type of individual for which the request is submitted. See below to determine the appropriate signer.

Regular, Temporary, On-call or Student Staff - District Director, District Support, or Direct Supervisor