

USER INFORMATION

New User Update User Replace User

Full Legal Name (Include middle name) _____

Title _____ Department _____ Phone # _____

Full-Time Part-Time Student Worker Other Campus Employment

Date of Hire _____ If Temporary: Start Date _____ End Date _____

ACCOUNT INFORMATION

Please indicate the software the user will need access to:

UNIVERSITY ACCOUNTS

SDSUid Account

A new SDSUid account needs to be set up for the user.
(For full-time and approved part-time staff only)

Red ID # (Required) _____

Personal non-SDSU email (Required to claim computer log-in account)

ASSOCIATED STUDENTS ACCOUNTS

Baseview User **EMS User** **Kronos User**

CSI User **MIP User** **KeyWatcher**

Other: _____

CHOOSE ONE OF THE FOLLOWING SHARED FOLDERS

- | | | |
|---|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Daily Aztec | <input type="checkbox"/> Government Affairs |
| <input type="checkbox"/> Admin | <input type="checkbox"/> Admin | <input type="checkbox"/> Graphics |
| <input type="checkbox"/> Building Services | <input type="checkbox"/> Advertising | <input type="checkbox"/> MBAC |
| <input type="checkbox"/> Business Services | <input type="checkbox"/> Design | <input type="checkbox"/> Aztec Student Union |
| <input type="checkbox"/> Aztec Recreation | <input type="checkbox"/> Editorial | <input type="checkbox"/> Viejas Arena |
| <input type="checkbox"/> Personnel | <input type="checkbox"/> Management | |
| <input type="checkbox"/> Children's Center | <input type="checkbox"/> Production | |
| <input type="checkbox"/> ASUB | | |
| <input type="checkbox"/> Admin | | |
| <input type="checkbox"/> Other: _____ | | |

A.S. Group Email Lists

- ARC Full Time
- AS Alumni
- AS Council
- AS Full Time
- Board and Committees Chair and Ads
- Budget Managers
- Business Services
- College Council Presidents
- College Councils Pres and Adv
- Computer Roundtable
- Cultural Orgs
- Customer Service Group
- Executive Officers
- Finance Board
- Leadership Group
- Management Group
- Marketing Roundtable
- Sage Users
- Payroll Liasons
- Payroll Supervisors
- PCard Users
- Safety Committee
- Senate Committee Chairs
- Senior Staff Team
- Union Full Time
- Union Key Admin
- Utilities SDSU Distribution
- Work Study Group

Must be signed by the Supervisor or Division Director

Name _____ Date _____

Signature _____ Phone Extension _____

For A.S. ITS Use Only:

Login:

A.S. ITS Approval _____ Date: _____