

Request for Pre-Employment Access to Computing Resources

New Hire

Re-Hire



Employment Information

Full Legal Name: (First, Middle, Last): _____ Birth Date: _____

Social Security # or Banner ID: _____ Employee Class (A1-Administrative): _____

Residential Address: _____ City, State, & Zip: _____

Residential Phone #: _____ Ferris Primary Home Organization #: _____ Ferris Primary Home Dept #: _____

Employee Office Location (building/room): _____ Campus Phone: _____

Campus Location: Off Campus On-Campus Assigned Ferris Computer

If not on campus enter, please list work location: _____

Date Access Needed: _____ Hire/ Re-Hire Date: _____

Authorized to work in the U.S.? Yes No Gender: Male Female

Check one or the other: Hispanic/ Latino Non-Hispanic/Latino

Check all that apply:

- Black or Native American
- American Indian or Alaskan Native
- Native Hawaiian or Other Pacific Islander
- Asian
- Unknown
- White

- By completing this form the employee will be given access to a University user account and password.
- NOTE: If the employee will need FerrisConnect and Faculty Tab access, the department will need to set the employee up on SIANIST with their appropriate role.

Other systems such as Banner, WebFocus, and additional File Shares require additional forms to be completed and submitted. Forms can be found in MyFSU, Workplace Tab, Ferris Forms, Data Security.

If employee requires other Ferris system access, please indicate here: _____

IMPORTANT: If this pre-employment request is approved, it is the hiring department's responsibility to share the University's applicable policies on computing access and use with the employee. This information can be given at the same time the employee is given their ID and Password. See:

<http://www.ferris.edu/HTMLS/administration/buspolletter/information/index.htm>

Please follow this link to access, print out, and sign the Confidential Data Security Agreement Form required to view Ferris Data.

<http://www.ferris.edu/htmls/staff/forms/datasecurity/SecurityAgreement.pdf>

The Confidential Data Security Agreement Form must be submitted with this form. Both are required to grant access.

Please follow this link to review the Family Educational Rights and Privacy Act (FERPA) regarding rights & responsibilities.

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

Dean/ Director Approval

Print Name: _____ Date: _____

Signature: _____

Please send approved forms to Human Resources (HR) along with the PAF (and hiring packet, if applicable). Once the PAF and form have been received and approved in HR, authorization will be sent to the Technology Assistance Center.*If a PAF has not yet been processed, HR will require a copy of a signed contract. Questions about this form may be directed to Human Resources at 231-591-2150 or Email: fsujobs@ferris.edu. Submit this form to: HR Office, Prakken 150.