

**PARK UNIVERSITY  
USERS ACCESS REQUEST FORM  
FOR  
EMPLOYEES**

**(Fulltime, Part-time, Temporary, Intern and Work-Study)**

Please fill out and return to: **Human Resources Box 11**

**PLEASE READ CAREFULLY:**

- This form is to be used for CARS access, employee E-Mail /Network access, Phone setup ,Web access, E-way access, purchase card request, and AY access.
- New CARS user MAY visit the IT office for Jenzabar training if requested by their supervisor.
- From the time that the application is physically received it takes a minimum of 2 working day to activate a new account. **It is your responsibility to contact the IT office for CARS training (x6393).**

FULL NAME (Please Print): \_\_\_\_\_

Social Security #: \_\_\_\_\_ Department: \_\_\_\_\_

LOCATION: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**(Please mark all the following that apply)**

Staff (Y/N): __	Full Time (Y/N): __	Intern (Y/N): __	Work-Study (Y/N) __
Faculty (Y/N):__	Part Time (Y/N): __	Temporary (Y/N): __	Transferred (Y/N)

**(Please mark all the following that apply)**

Which Jenzabar printer will you be using (if known )

Jenzabar __	E-MAIL __	Phone # _____	Long Dist. __	Eprocessing __
AY _____	FedX Passkey _____	Campus Box # _____		

Jenzabar is the computer system that houses the University's primary administrative database. The Jenzabar System provides software modules and associated data for the following areas:

**(Please circle area(s) where you work)**

- |                  |                    |                     |              |
|------------------|--------------------|---------------------|--------------|
| Admissions       | Alumni/Development | Accounts Payable    | Remote Sites |
| Registrar        | Donor Accounting   | Accts. Rec./Billing | RPA and PO's |
| Financial Aid    | Academic Records   | Purchasing          | Payroll      |
| Student Services | Degree Audit       | Finance             | HRS          |
| Enrollment Mgmt. | Computing Services | Athletics           |              |

Other: \_\_\_\_\_



## IT REQUEST FORM

This message is intended for new employees and existing employees who have not already completed an IT Request form.

If you need CARS access, E-mail, telephone extension, or a long distance code you will need to complete and IT Request form and it must be signed by both the employee and their supervisor.

### **Procedures for Parkville Home Campus, Metro Park, or Independence:**

Send your completed IT Request form to Human Resources Box 11, ATTN: Christine Hansford. Once the form is received in the Human Resources Department, IT will be notified of the request.

The supervisor signing the IT Request form will receive an e-mail confirming when the e-mail, phone extension, or long distance access has been completed for the employee.

### **Procedures for the remaining Campus Centers:**

You may fax your completed form to Human Resources at 816-505-5450 to get the process expedited. The original must be sent to Human Resources Box 11, ATTN: Christine Hansford within 15 days after the fax copy or the CARS access will be terminated.

The campus center will be notified via e-mail confirming the IT Request has been completed. The supervisor or employee can then contact Nancy Oiler at 816-584-6265 to obtain the CARS password.

### **Procedures for work-study students:**

Any work-study student, who will be in your department for more than 30 days and needs CARS access, must complete an IT Request form. If it will be less than 30 days contact Nancy Oiler via e-mail for your department's temporary password.

It is extremely important if the work-study has completed an IT Request form that you notify Human Resources immediately when the assignment in your department has been completed. If the work study student needs CARS access in another department the supervisor will need to complete page 3 of the IT Request form and the signature of both the new supervisor and work study student will be needed. The completed page 3 must be sent to the Human Resources Department.

**All Supervisors** are responsible for notifying Human Resources ASAP when an employee resigns or is terminated so that their access can be terminated.