



## Datatel/Colleague User Access Form

### Section IV. Student/Academic Access

Complete this section if your position requires access to the **ST application** – Check all that apply.

**Add Drop**

- ST Access for Academic Affairs Deans
- ST Access for Academic Affairs Dept. Heads/Chairs/Directors
- ST Access for Academic Affairs-Provost
- ST Access for Academic Affairs Support Staff
- ST Access for Cont. Ed. / Ft. Wood

**Add Drop**

- ST Access for Divisional/Department Clerical
- ST Access for Graduate Dean/Staff
- ST Access for Institutional Research
- ST Access for President/VP Support
- ST Access for Undecided Advising

*If above options are checked, Vice President for **Academic Affairs** Signature \_\_\_\_\_*

**Add Drop**

- ST Access for Academic Success/ Student Retention
- ST Access for Admissions/ Records Directors
- ST Access for Admissions Support Staff
- ST Access for Counseling/ Career Services
- ST Access for Financial Aid Director
- ST Access for Financial Aid Officer
- ST Access for Health Center Staff

**Add Drop**

- ST Access for Housing/ Student Life
- ST Access for Library/ Restrictions
- ST Access for Public Safety
- ST Access for Records Support Staff
- ST Access for Student Information Inquiry
- ST Access for Student FA information Inquiry
- ST Access for VP Student Affairs

*If above options are checked, Vice President for **Student Affairs** Signature \_\_\_\_\_*

**Add Drop**

- ST Access for Accountant
- ST Access for Bursar
- ST Access for Cashier
- ST Access for Head Cashier
- SA Access

**Add Drop**

- ST Access for Student Account Clerk
- ST Access for Student Account Counselor
- ST Access for Sponsored Billing
- ST Access for VP AF/Controller

*If above options are checked, Vice President for **Administration & Finance or Controller** Signature \_\_\_\_\_*

### Section V: Financial System Access

Complete this section your position requires access to the **CF application** – Check all that apply.

**Add Drop**

- CF Access for Accountant
- CF Access for Accountant – CREES
- CF Access for AP Clerk
- CF Access for AP Supervisor
- CF Access for Adm. Asst. (for Journal Entries)
- CF Access for Approver
- CF Access for Auditor - External
- CF Access for Budget Officer
- CF Access for Bursar
- CF Access for Cashier
- CF Access for Chief Cashier
- CF Access for Controller
- CF Access for Facilities Manager
- CF Access for Grant Accountant
- CF Access for Payroll

**Add Drop**

- CF Access for Physical Plant Admin. Assistant
- CF Access for Physical Plant Director
- CF Access for Physical Plant Staff
- CF Access for Projects Requisitioner
- CF Access for Projects Req. Approver
- CF Access for Purchasing Clerk / Buyer
- CF Access for Purchasing Director
- CF Access for Requisitioner
- CF Access for Student Accounts Clerk
- CF Access for Student Accounts Coordinator
- CF Access for Warehouse Clerk
- CF Access for Warehouse Supervisor
- CF Access for Work Order Entry
- CF Access for VP Admin & Finance
- CF Access for VP A & F Adm. Assistant

*If above options are checked, Vice President for **Administration & Finance or Controller** Signature \_\_\_\_\_*

**Controller Office Use Only**

- RSGL       Approver       New Access       Change Access       Add Access       Remove Access

Fund: \_\_\_\_\_ Source: \_\_\_\_\_ Date Completed \_\_\_\_\_

Department: \_\_\_\_\_

Function: \_\_\_\_\_ Controller or Designate \_\_\_\_\_