ACCESS REQUEST ROUTING FORM (Email/Voicemail/Computer)

This form must be completed by a supervisor and requires Department Vice President approval

That is the purpose of this information? That is the time period the access is needed for? Title Department Email address Phone number Ema		☐ Email	☐ Voicemail	☐ Computer	
What is the purpose of this information? What is the time period the access is needed for? Supervisor completing this form: First and last name Title Department Department Department Vice President approval: Signature of approval Date SUBMIT COMPLETED FORM TO INFORMATION TECHNOLOGY (IT) OFFICE: CSU Pueblo Help Desk, csup help desk@csupueblo.edu Routing sequence – After approval by signature below, please route to the next department. Department Date Received Initial Date Approval by Signature	The following is informa	ation about the former	employee this request	is regarding:	
What is the time period the access is needed for? Supervisor completing this form:	First name	Last nar	me	Department	
First and last name Title Department Email address Phone number Department Vice President approval: Signature of approval SUBMIT COMPLETED FORM TO INFORMATION TECHNOLOGY (IT) OFFICE: CSU Pueblo Help Desk, csup help desk@csupueblo.edu Routing sequence — After approval by signature below, please route to the next department. Department Date Received Initial Date Forwarded Human Resources Office of the General Counsel — Legal Review IIT	Vhat is the purpose of t	his information?			
First and last name Title Department Department Vice President approval: Signature of approval SUBMIT COMPLETED FORM TO INFORMATION TECHNOLOGY (IT) OFFICE: CSU Pueblo Help Desk, csup help desk@csupueblo.edu Routing sequence – After approval by signature below, please route to the next department. Department Date Received Initial Date Approval by Signature Forwarded Human Resources Office of the General Counsel – Legal Review IT	Vhat is the time period	the access is needed fo	r?		
Email address Phone number Department Vice President approval: Signature of approval Date SUBMIT COMPLETED FORM TO INFORMATION TECHNOLOGY (IT) OFFICE: CSU Pueblo Help Desk, csup_help_desk@csupueblo.edu Routing sequence – After approval by signature below, please route to the next department. Department Date Received Initial Date Forwarded Human Resources Office of the General Counsel – Legal Review IT	upervisor completing th	nis form:			
Signature of approval SUBMIT COMPLETED FORM TO INFORMATION TECHNOLOGY (IT) OFFICE: CSU Pueblo Help Desk, csup_help_desk@csupueblo.edu Routing sequence — After approval by signature below, please route to the next department. Department Date Received Initial Date Forwarded Human Resources Office of the General Counsel — Legal Review IIT	First and last name	Title		Department	
Signature of approval SUBMIT COMPLETED FORM TO INFORMATION TECHNOLOGY (IT) OFFICE: CSU Pueblo Help Desk, csup_help_desk@csupueblo.edu Routing sequence – After approval by signature below, please route to the next department. Department Date Received Initial Date Forwarded Human Resources Office of the General Counsel – Legal Review IT	Email address	Phone r	number		
Routing sequence – After approval by signature below, please route to the next department. Department Date Received Initial Date Forwarded Human Resources Office of the General Counsel – Legal Review IT	<u>Jepartment Vice Preside</u>	ent approvai:			
Department Date Received Initial Date Forwarded Human Resources Office of the General Counsel – Legal Review IT Date Forwarded Approval by Signature Approval by Signature Approval by Signature				TION TECHNOLOGY (IT) OFFICE:	
Department Date Received Initial Date Forwarded Human Resources Office of the General Counsel – Legal Review IT Date Forwarded Approval by Signature Approval by Signature Approval by Signature		SUBMIT COMPLETE	D FORM TO INFORMA		
□ Human Resources □ Office of the General Counsel – Legal Review □ IT	Signature of approval	SUBMIT COMPLETE CSU Pueblo	ED FORM TO INFORMA O Help Desk, <u>csup_help</u>	desk@csupueblo.edu	
General Counsel – Legal Review □IT	Signature of approval Routing sequence – Afte	SUBMIT COMPLETE CSU Pueblo r approval by signature	e below, please route to	desk@csupueblo.edu the next department.	
Legal Review IT	Signature of approval Routing sequence – Afte Department	SUBMIT COMPLETE CSU Pueblo r approval by signature	e below, please route to	desk@csupueblo.edu the next department.	
ПП	Signature of approval Routing sequence – Afte Department Human Resources	SUBMIT COMPLETE CSU Pueblo r approval by signature	e below, please route to	desk@csupueblo.edu the next department.	
	Signature of approval Routing sequence – Afte Department Human Resources Office of the General Counsel –	SUBMIT COMPLETE CSU Pueblo r approval by signature	e below, please route to	desk@csupueblo.edu the next department.	
Comments/Notes:	Signature of approval Routing sequence – Afte Department Human Resources Office of the General Counsel – Legal Review	SUBMIT COMPLETE CSU Pueblo r approval by signature	e below, please route to	desk@csupueblo.edu the next department.	
	Signature of approval Routing sequence – Afte Department Human Resources Office of the General Counsel – Legal Review	SUBMIT COMPLETE CSU Pueblo r approval by signature	e below, please route to	desk@csupueblo.edu the next department.	
	Signature of approval Routing sequence – Afte	SUBMIT COMPLETE CSU Pueblo r approval by signature	e below, please route to	desk@csupueblo.edu the next department.	