## Request for Student Affairs System Access

1. ADD □ CHANGE □ DELETE □

2. Employee □ Temporary □ Student □ Consultant □ Other □

   (company name)

3. TO BE EFFECTIVE:  Beginning date: ___/___/____  Ending date: ___/___/____  OR check if Employee □

   NOTE: An ending date is required unless the user is an Employee. This date can easily be extended by the Approver.

4. User Information:

   Name: Last_________________________  First ___________________  Middle___________

   Mail Code: __________  E-Mail: ___________________  CALTECH UID# __________

   Phone Ext. _________________  FAX__________________________

   Department_____________________________________________________________________________________

   Department Supervisor ______________________  Phone Ext.___________

5. **Student Aid (SAS)**

   - Admin □ □
   - Direct Loans □ □
   - Read Only □ □

6. **Student Service (SSS)**

   - Admin □ □
   - Dean of Students □ □
   - Fellowships □ □
   - Financial Aid □ □
   - Grad Office Enrollment History □ □
   - Graduate Office □ □
   - Health Center □ □
   - ISP □ □
   - MSA □ □

7. **Student Billing (SBS)**

   - Bursar □ □
   - Bursar Supvr □ □
   - Cashier □ □

8. **Student Marketing (SMS)**

   - Admin □ □
   - CIT Annual Roll □ □

9. **General**

   - Athletics □ □
   - Career Services □ □
   - CIT Mail Services □ □

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6. REQUESTED BY: (print name)_____________________________ Phone ext.___________

7. APPROVED BY:

   signed: ________________________________  dated: ______

   Debi Tuttle

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ALSO-1  Revised: 01/09/03