

Employee Access Tracking Form

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| Employee Name | |
| Job Title | |
| Department | |
| Supervisor | |

| Western Access | |
|--|--|
| Western Email Account | |
| Telephone/Extension | |
| Western Directory | |
| Keys | |
| Building Card Access | |
| PeopleSoft Modules: <input type="checkbox"/> Higher Education Data Access <input type="checkbox"/> Higher Education Signing Authority <input type="checkbox"/> Finance Data Access <input type="checkbox"/> Finance Signing Authority <input type="checkbox"/> Human Resource Data Access <input type="checkbox"/> Human Resources Signing Authority | |
| ROAMs | |
| Kiwi Space(s) | |
| Laserfische Repositories | |
| OWL Project or Class Site(s) | |
| Other: | |

| Schulich Access | |
|--|--|
| Schulich Email Account | |
| Generic Email Account(s) | |
| Schulich Network | |
| Shared Folders and Drives | |
| One45 | |
| AcuitySTAR | |
| Cascade CMS | |
| Legacy Databases: <ul style="list-style-type: none"> <input type="checkbox"/> Personnel Database (PDB) Vacation Tracking <input type="checkbox"/> Postgrad Database (PGE) <input type="checkbox"/> Clinics Database (CDB) | |
| Mobile Devices | |
| Intranet Access | |
| Other: | |

| Hospital Access | |
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| External Access | |
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