

## Computer Access Form

**IT IS IMPORTANT THAT ALL THE FIELDS BELOW CONTAIN THE NECESSARY INFORMATION.**

**INCOMPLETE FORMS WILL NOT BE PROCESSED!**

**COMPLETE THE REQUIRED FIELDS ON BOTH PAGES AND THEN PRINT FOR SIGNATURE(S).**

Once this form is complete, it must be approved by the supervisor and forwarded onto MSUE HR. Once the form is processed, notification will be sent to the supervisor/district support and/or the person gaining ANR systems access. **An**

**ANR account can only be granted following notice of the individual's NetID.**

**Account Type:**

**Existing NetID** (if applicable):

**Current email address:**

**Individual's Status:**

**Start Date:**

**Office Phone Number (REQUIRED):**

**Name of person requiring access** (First Middle Last):

**Job Title:**

**Institute Name:**

**Primary County/District:**

**Office Mailing Address:**

**Supported Counties (i.e. if it needs to be included in ANR access listed below):**

**Employee requires the following access** – please mark all that apply

- ☐ ANR Shared Drive (S:)
  - ☐ MSUE\_CO and CountyName
  - ☐ MSUE
  - ☐ Institute folder (as permitted)
  - ☐ Other folder(s)? Be specific; include file path
  
- ☐ PEARS
- ☐ VEND Cashier (entering sales)
- ☐ VEND Manager (entering/correcting sales and preparing deposits)
- ☐ WebNEERS (EFNEP funded)
- ☐ SUPER (Supervisor reporting system)

**Generic ListServ, Distribution Lists (DLs) and Security Groups (SGs)**

- ☐ MSUEEVERYONE ListServ
- ☐ MSUE.SG.All.SharePoint (provides general access to MSUE SharePoint)
- ☐ MSUE.DL.AllUsers- **REQUIRED**
- ☐ MSUE.DL.<COUNTYNAME>

**Institute Specific Distribution Lists (DLs):**

- ☐ MSUE.DL.AgricultureandAgribusinessAll
- ☐ MSUE.DL.CFEIAll
- ☐ MSUE.DL.CYFCAAllUsers
- ☐ MSUE.DL.HNIAAll
- ☐ MSUE.DL.PrepmiChildrenYouth

**For all other DL's, please provide the exact name of the DL.**

If you aren't sure of the name, you can find them in the address book in Outlook by searching for MSUE.DL... (Example: MSUE.DL.ACMembers or MSUE.DL.CY4H\_PC)

**Please list any other access needed that has not been listed in the above fields.**

**Request/Approval**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized approvers vary based on the type of individual for which the request is submitted. See below to determine the appropriate signer.**

**Regular, Temporary, On-call or Student Staff** - District Director, District Support, or Direct Supervisor

**Non-MSU Paid staff** (i.e. County Support) - District Director. Please cancel those no longer needed as soon as possible by emailing Extension Human Resources at [msue.hr@msu.edu](mailto:msue.hr@msu.edu).