

# Computer Access Form

(ANR access, Outlook, SharePoint, Listservs, etc.)

**IT IS IMPORTANT THAT ALL THE FIELDS BELOW CONTAIN THE NECESSARY INFORMATION. INCOMPLETE FORMS WILL NOT BE PROCESSED!**

**COMPLETE THE REQUIRED FIELDS 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. If an individual will not be working more than 30 consecutive days, email and/or system access is not provided. **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:

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

**Job Title:** Department Name: County/District:

**Office Mailing Address:** Office Phone Number:

**Employee will be a part of the following workgroups/teams** (this will assist in assigning the individual to the appropriate listservs)

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

- ANR Shared Drive
- MiPRS - individual will need to enter information into Extension's Planning and Reporting System (All Educators and 4-H PCs)- Not typical for non-MSU paid
- PEARS (check if staff is SNAP-Ed Funded)
- VEND Cashier (entering sales)
- VEND Manager (entering/correcting sales and preparing deposits)
- WebNEERS (EFNEP funded)
- SUPER (Supervisor reporting system)

**List the SharePoint folders, Share Drive access, ANR access, etc. this individual will need access to or indicate "none":**

**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 (There is an on-going cost for maintaining non-MSU paid netids/accounts. Please cancel those no longer needed as soon as possible by emailing Extension Human Resources at msue.hr@msu.edu).

*ANR Tech Services provides support to MSU-paid Extension personnel. This may require collaboration between county technical personnel and ANR Tech Services. County-paid staff should seek assistance from the appropriate County technical support, unless it is a specific Extension or ANR system with which they are having difficulty.*