REQUEST FOR ACCESS TO CSE PROJECT(S)/ACCOUNT(S)

Name

Campus email

Asset Tag Number (the white sticker on your desktop or laptop)

Access may be granted at levels 1, 2, 3, or 4. Please complete the section that applies to the level you are requesting. For College/Unit and Department levels, the deptid for the cse matches the deptid for CSU, Chico.

ACCESS LEVEL 1 - COLLEGE/UNIT ACCESS

Access at this level must be approved by the Dean or other Unit Administrator.

College/Unit name

Printed name, Dean or Administrator

College/Unit deptid

Signature

Date

ACCESS LEVEL 2 - DEPARTMENT ACCESS

Access at this level must be approved by the Department Chair or Department Administrator.

Department name

Printed name, Department Chair or Administrator

Department deptid

Signature

Date

ACCESS LEVEL 3 - PROJECT GENERAL USER ACCESS

Access at this level must be approved by the Project Director

Project/Account number	Printed name, Project Director/Principal Investigator	Signature, Project Director/Principal Investigator	Date

Individuals that do not hold a supervisory role, that need access to HR and Employee Pay information in support of the project, will require Principal Investigator (s) PI signature approval.

Please attach this completed form to a support ticket with ITSS for processing.

Chico State Enterprises

REQUEST FOR ACCESS TO CSE PROJECT(S)/ACCOUNT(S) ADD MORE PROJECTS

Project/Account number	Printed name, Project Director/ Principal Investigator	Signature, Project Director/Principal Investigator	Date

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