

SSB Employee Computer/Network Access Request Form

Attach this completed form to any request for employee access.

Please Note: Prior to submitting this request, please ensure that the employee has created his/her Passport York and FAS accounts required in Step 1. To expedite access to requested resources, please be sure to include the userid in the field outlined below in red.

Employee Information

Personal Title:		Last Name:		First Name:		Middle Name:	
Job Title:				Department:			
Office Room Number:		Building:		Campus Telephone Number:		Extension:	
Employee Status:		If temporary, enter termination date:		Affiliation:		Employee Number:	

Current Contact Information – For security purposes, if necessary, the user will be contacted directly through the means supplied below.

Email Address(es):	Telephone Number:
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Employee Account Access

Step 1. Self-Creation of Passport York and FAS accounts:

A new York University employee must create his/her own **Passport York** and **FAS** accounts by clicking on the **Employee Sign Up** link at **Manage My Services** <http://mms.yorku.ca> using the employee number they have been granted along with the last four digits of his/her **Social Insurance Number (SIN)**. After the employee has created his/her Passport York and FAS accounts, the employee must activate these services by clicking on the **Activate New Services** option.

Include the PPY/FAS userid below:	
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Identify any shared folders or resources to which the user is to be granted access in the space below. Please provide the full drive and directory path.

Identify the Schulich applications the user requires access to by checking the appropriate boxes below.

Business Card Request

Schulich Office Services

NOTE: Access to department-specific applications will be assigned based on the department listed in the **Employee Information** section above. (e.g., all staff in ADAO department will be granted access to the *Course Offering* application)