**Employee Information**

| Employee Name: ___________________________ | Phone #: ___________________________ |
| Employee ID (Colleague#): ___________________ | User ID (network log on): ________________ |
| NSU E-mail Address: _______________________ |

**System Name (select one)**

- CRM RECRUIT □
- ELEVATE □

**Additional Information**

Describe Access Requested:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Supervisor’s Signature: ___________________ Date: ____________

**Type of Special Access**

- NEW □
- MODIFY □
- DEACTIVATE □

Roles Assigned *(CRM Recruit Only)*:

- Director □
- Processor □
- Recruiter □

Roles Assigned *(Elevate Only)*:

- Director □
- Program Manager □
- Finance □

**OIT Personnel Only**

Processed by: ___________________________ Date Completed: ___________________

User Notification Date: ____________________

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**Note:** Please allow 3 - 5 business days for account setup. This form can be faxed to 757.823.2128 or emailed to webapps@nsu.edu.