

# Student System

## Wesleyan Information Network (WIN: Ellucian Colleague) Application Access Request Form

**IMPORTANT:** Only request the access the user should have at the time this document is submitted. Keep in mind that the user's access will always reflect the most recent form received by the Information Technology department.

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

Check any reporting tools the employee will need:  SQL - Production data (real-time)  ODS - Reporting data (1-day old)  iStrategy - Analytical data (data warehouse)

List specific report folders: \_\_\_\_\_

Is this person replacing another employee?  Yes  No

If Yes, please provide previous employee's Name: \_\_\_\_\_

Please list all Colleague tasks this employee will perform (e.g. Registration, Curriculum Management, Degree Audit, Faculty Information, etc.) List any specific screens needed (e.g. RGN Registration, SECT Sections, EVAL Evaluate Student Program, FCTY Faculty, etc.)

**Supervisor Name:** \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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

**Module Custodian 1 Name:** \_\_\_\_\_

Module Custodian 1 Signature: \_\_\_\_\_

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

**Module Custodian 2 Name:** \_\_\_\_\_

Module Custodian 2 Signature: \_\_\_\_\_

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

**IT Use  
Only**

**Technical Specialist:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_