

**Neumann College - Information Technology and Resources**  
**Datatel Access Authorizations form (Staff/Faculty/Student Worker) Version 11/2008**

This form is to be completed by the direct supervisor of a staff/faculty member/student worker seeking authorization for ITR to setup access to the Neumann College administrative database applications, Datatel Corporation's Colleague and Benefactor, hereafter referred to as "Datatel." Only staff, faculty, and student workers (under direct supervision of College staff) are allowed access to the Datatel system. After initial setup, continued access to Datatel and the modules authorized is subject to annual review that is the responsibility of the then current direct supervisor.

Please PRINT all information. Date: \_\_\_\_\_ Type: Staff [ ] Faculty [ ] Student Worker [ ] ITR Personnel [ ]

Full Name: \_\_\_\_\_ Department \_\_\_\_\_ Phone: \_\_\_\_\_

Colleague (Student/Financial System) [ ] Indicate all that apply in the following matrix.

Module	Inquiry Only	Student Worker	Standard User	Power User	Module Admin.	Other Access or notes
Query Builder	N/A	N/A				
CF – Financials						
Accounts Payable						
General Ledger						
Purchase Orders						
Purchasing-Receiving						
ST – Student System						
Faculty Advisor/Reg.						
Academic Records						
Accounts Receivable						
Admissions						
Cash Receipts						
Curriculum Management						
Degree Audit						
Faculty Information						
Financial Aid						
Registration						
Resident Life						

Benefactor (Alumni and Advancement System) [ ] Indicate all that apply in the following matrix.

Module	Inquiry Only	Work Study	Standard User	Power User	Module Admin.	Other Screens or notes
Query Builder	N/A	N/A				
FR Module						
Major Prospects						

**Datatel Access to Confidential Information Considerations:**

Information residing on the **Datatel** system is considered confidential and is therefore protected by Federal (Family Educational Rights and Privacy and the Gramm-Leach-Bliley Acts, i.e., FERPA, et al), State, and Local privacy laws. As an employee/student worker of Neumann College you will be required to sign a Confidentiality Statement, in addition to this form, which outlines the guidelines for protecting this information from unauthorized access or use. Failure to comply with these guidelines, either intentionally or through negligence may result in disciplinary action, up to and including termination or dismissal by Neumann College. Violation may also result in fines and/or criminal prosecution.

Staff/Faculty/Student Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved & employment verified by: \_\_\_\_\_  
 Approved by: \_\_\_\_\_ Unit Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Direct Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Computer Center (ITR) Use Only**

Creation Date \_\_\_\_\_ Colleague: [ ] Benefactor: [ ] Root Access [ ] - (ITR Exec Dir initials required \_\_\_\_\_)

DATATEL Login ID: \_\_\_\_\_ Network/GW ID if different: \_\_\_\_\_

ITR Notes: \_\_\_\_\_