



EMAIL ACCESS REQUEST

Directions: Request must be supported by a UW-L employee. (Please allow 7 working days for processing.)

UW-L Employees

You are an employee if you: Association

- have a contract
• are being paid by UW-L

Please contact Human Resources at 785-8013.

Not a UW-L Employee

n with UW-L:

- Military Science Department
Sodexo Food Service
Visiting Scholar
Other:

UW-L EMPLOYEE COMPLETING REQUEST FOR ACCESS

Name:

Phone:

DATA ELEMENTS

Please provide the following information regarding person you are requesting email access for.

Name:

Former Name (if applicable):

DOB:

SSN:

Unit/Department assigned to:

Start Date:

End Date:

Will this person be grading?

- Yes (Department if different from assigned department)
No

Is this person a former: UW-L student? UW-L staff member?

No, this person has no prior affiliation with UW-L.

Sensitive Data Warning

This form requests sensitive data and must be hand delivered to HR in a sealed envelope.

Do not send this form electronically.

HUMAN RESOURCES ONLY APPROVAL/REVIEW

Date Received:

Approved Date Input: HR Initials:

Not approved Reason:

Date Inactivated: HR Initials: