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Prepared by:

Extension: Date:

Request Type	Comments
☐ New Access ☐ Re-Activate Access ☐ Terminate Access	**DO NOT send form via E-Mail. Secure Drop Box instructions are below.**

Non-Employee Information

First Name _____ Last Name _____ Middle Initial _____

myWSU ID# _____ Social Security Number _____ Date of Birth _____

_____ _____

_____ _____

_____ _____

_____ _____

Additional access must be requested through ITS; submit a Team Dynamix ticket with the specific access that needs requested including e-mail set-up if necessary. Contact the ITS Help Desk at (316) 978-4357 for assistance.

When completed, DO NOT e-mail this form. Please send form via secure Drop Box to your Human Resources Business Partner.