

Luskin School of Public Affairs

Employee Access Request (Non-Students Only)

Employee's Name: _____ Date: _____

Dept/Unit: _____ Supervisor's Name: _____

UID (if known): _____ OASIS Logon ID (if known): _____

Hiring Supervisor: Please check box & initial next to each of the desired actions.

Directory Update/Listing (specify details).
 Title: _____ Phone: _____
 Location: _____ Email (if known): _____

Key(s) Assignment, Access to:

- Pub Aff Bldg Entrance _____ (initial for approval)
 (Must be approved by Chair, Dir, or MSO)
- Mailroom Key (see below for electronic access) _____ (initial for approval)
- Room # _____ (initial for approval)
- Other Key(s) _____ (initial for approval)

Mailroom Electronic Access _____ (initial for approval)

Luskin Email List Distribution:
 Faculty Staff Other Academics

Copier/printer/fax/scanner Access New Copier Code

Computer: Logon
 Email (specify desired name): _____
 Drive/Folder (specify): _____

All computer access to be **cancelled** on: _____

New Telephone. Please provide FAU for charges: _____

Caller ID (name to appear on outgoing calls): _____

Voicemail Password Reset Wavemail

Mailbox in Room 3330 Name Plate (specify details) _____

Online Systems Access. Initial next to each desired action.

Logon ID _____ (initial) Parking Reservation _____ (initial)

Bruinbuy _____ (initial) Travel _____ (initial) PTA _____ (initial)

FS System _____ (initial) EDB _____ (initial) SIS _____ (initial)

Emergency Info (Floor Warden, Area Warden, Emergency supplies, Contact Info.)

UCLA Single Sign-On ID Employee to sign up on www.bol.ucla.edu

Bruincard Picture ID Employee must go to Kerckhoff Hall

HR Use Only	SEPARATION
HR	-----
HR	-----
IT	-----
IT	-----
IT	-----
OPS	-----
OPS	-----
DSA	-----