

Colleague Access Request Form Processing Instructions

eForms Version

Campus HR representative sends the link to the eForm "[Colleague Access Request form](#)" to a supervisor of an employee who needs access to Colleague.

The supervisor reads and completes the eform.

The eForm is routed based on response. The "owners" of the information authorizes the access by approving the form. The owners will receive an email requesting their approval.

Access Category Requested (Check one or more)

- Student Records - AU registrar - Maureen Heacock
- Financial Aid - AU financial aid director - Susan Howard
- Finance - Controller - Kyle Fuchs
- Student Accounts - Controller - Kyle Fuchs
- HR or Payroll - AU HR Director - Suzette Castonguay
- Student Snapshot - Maureen Heacock
- Admissions - Karen Magner

The completed form is routed to the Campus HR director who reviews and either approves the eform or rejects and sends it back for revision.

Campus specific HR directors (HR Office Location* field)

Robert Stapp - location 61 LA

Andrea Hodson - 20 NE

Jason Bavuso - 30 Seattle

Nanci Braunschweiger - 62 SB

Suzette Castonguay - 080 and all others

The eform then routes to Central IT for account creation and system access - Frank Flesch for Colleague and Student Snapshot access and Brian Sammons for Student Snapshot icon access on [AU Direct](#).

ImageNow

The final approved and processed form is then automatically filed in ImageNow in the location:

Drawer = HR - Forms

Document Type = HR - ACCESS REQUEST

Field1= Employee ID (from the entered standard field)

Field2= Last Name, First Name (from the entered standard field)