

# Request for Colleague (Datatel) Access

Use this form to request a UserID for new employees who will need to log into Colleague  
Fax completed and signed form to 201-761-7801 or send via Campus Mail to ITS, Henneberry Hall, Jersey City Campus

Employee Name: \_\_\_\_\_

Office or Dept: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date:  \_\_\_\_\_

**Colleague screens requested -- (Must check one)**

- ITS should provide basic screens per Job Title listed.
- Detailed list attached on SPIRIT Security Request Form
- Provide access "Same As" another employee

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