



Non-Employee Access Request

Revised: 04/08/2024

Prepared by: \_\_\_\_\_

Extension: \_\_\_\_\_

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

Request Type	Comments
<input type="checkbox"/> New Access <input type="checkbox"/> Re-Activate Access <input type="checkbox"/> Terminate Access	<p align="center"><b>**DO NOT send form via E-Mail. Secure Drop Box instructions are below.**</b></p>

**Non-Employee Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

myWSU ID# \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

External e-mail address (non-WSU) \_\_\_\_\_

U.S. Citizen  Yes  No    Legal Sex  Male  Female    Ethnicity  White  Black  Hispanic  Asian/Pacific Islander  American Indian or Alaskan Native  Not Indicated    Marital Status  Common-Law  Divorced  Separated  Married  Life Partner  Single  Widowed

**Department Information**

Organization Number \_\_\_\_\_ Organization Name \_\_\_\_\_

Non-Employee's Supervisor or Liaison Name and MyWSU ID# \_\_\_\_\_

Start Date \_\_\_\_\_ Stop Date \_\_\_\_\_ (If none provided, access will end one year from start date)

**Required Signatures**

Non-Employee's Supervisor or Liaison: \_\_\_\_\_ Date \_\_\_\_\_

Department Budget Officer: \_\_\_\_\_ Date \_\_\_\_\_

Dean (Academic Affairs Only): \_\_\_\_\_ Date \_\_\_\_\_

President/Vice President: \_\_\_\_\_ Date \_\_\_\_\_

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.