KEAN UNIVERSITY REQUEST FOR IMAGENOW / WEBNOW USER ACCOUNT

PLEASE PRINT ALL INFORMATION: (* REC	QUIRED INFORMATION)
*NAME:	*TEL.EXT:
(Last) (First) (M.I.)	(Maiden)
*Faculty / Staff / Student ID#:	*DEPARTMENT:
*KEAN E-MAIL ADDRESS:	*NETWORK USER ID:
*EMPLOYMENT STATUS:	T/GRADUATE ASSISTANT (*Exp. Date:)
🗇 ADJUNCT 👩 FACULT	Y 🗇 ACADEMIC SPECIALIST
†OTHER (specify):	(Exp. Date:)
(† Temporary Staff must receive a	oproval by Human Resources and sign this form.)
<u>DRAWER SECURITY ACCESS</u> (Imagenow Administrator must specify security group & sign.) (This Section to be completed by Imagenow Administrator.)	
☐ TRANSFER ADMISSIONS (CAS)	☐ <u>SCHOLASHIP SERVICES</u>
Security Group:	Security Group:
Imagenow Administrator Approval:	Imagenow Administrator Approval:
☐ GRADUATE ADMISSIONS Security Group: ————	☐ <u>UG ADMISSIONS</u> Security Group:
Imagenow Administrator Approval:	Imagenow Administrator Approval:
☐ OFFICE OF THE REGISTRAR	☐ <u>UG ADMISSIONS PROSPECT</u>
Security Group:	Security Group:
Imagenow Administrator Approval:	Imagenow Administrator Approval:
□ OCEAN COUNTY COLLEGE(Transfer Admissions) Security Group: ———	☐ <u>FINANCIAL AID</u> Security Group:
Imagenow Administrator Approval:	Imagenow Administrator Approval:
□ POST BACCALAUREATE TCHR CERT	☐ COMPUTER SERVICES (OCIS Only)
Security Group: Imagenow Administrator Approval:	Security Group: ———
	Imagenow Administrator Approval:
HUMAN RESOURCES	Description Payroll DEPARTMENT
Security Group: Imagenow Administrator Approval:	Security Group: Imagenow Administrator Approval:
□ STUDENT ACCOUNTING	☐ CENTRAL DATA PROCESSING CENTER (CDPC)
Security Group: Imagenow Administrator Approval:	Security Group:
Imagenow Administrator Approval:	Imagenow Administrator Approval:
PLEASE OBTAIN SEPARATE APPROVAL SIGNATURES I	FOR EACH DRAWER YOU ARE REQUESTING ACCESS.
* <u>SUPERVISOR APPROVAL</u> :	
DEPARTMENT HEAD:	DATE:
IN SIGNING BELOW, I CERTIFY THAT I HAVE READ AND A ADMINISTRATIVE COMPUTING SECURITY AND ON THE CONFICOMPUTERIZED INFORMATION ONLY AS NECESSARY IN THE PROTECT THE CONFIDENTIALITY OF THAT INFORMATION. I A AND PASSWORD AND THAT I WILL NOT ENABLE ANOTHER PER	DENTIALITY OF STUDENT RECORDS (FERPA). I WILL UTILIZE E FULFILLMENT OF MY JOB RESPONSIBILITIES, AND I WILL AGREE THAT I WILL MAINTAIN THE PRIVACY OF MY USER ID
*EMPLOYEE SIGNATURE:	DATE:
OCIS USE ONLY USER ID:	☐ New User Account ☐ Updated User Account
OCIS APPROVAL:	
COMPLETED BY:	

(1 of 2)

Created: August 28, 2007 / **Revised**: May 9, 2011

MODULE ADMINISTRATOR LIST

(For building locations, please refer to the "Campus Map".)

Imagenow / WebNow System

(PLEASE OBTAIN SEPARATE APPROVAL SIGNATURES FOR EACH DRAWER YOU ARE REQUESTING ACCESS TO.)

Transfer Admissions & OCC (Center for Academic Success CAS-124)

- Steven Kubow
- Amy Castillo

Graduate Admissions (East Campus)

- Steven Koch
- Chad Austein

Registrar (Administration Bldg. 1st Floor)

• Ken Wolpin

Scholarship Services (Townsend Hall T-129)

David Farrokh

Undergraduate Admissions (Kean Hall K-225)

- Valerie Winslow
- Charlotte Diakite

Teacher Certification (Willis Hall)

• Ethel Eaddy

Financial Aid (Administration Bldg. 1st Floor)

- Sharon Audet
- Mukesh Patel

Student Accounting (Administration Bldg. 3rd Floor)

- Warren Johnson
- Robert Murimi

Human Resources (Administration Bldg. 2nd Floor)

• Faruque Chowdhury

Payroll Department (Administration Bldg. 2nd Floor)

Kate Garra

<u>Computer & Information Services – OCIS/CDPC(Campus School South CSS-113)</u>

• Nicholas Lembo

Once the form has all the necessary signatures, please forward to OCIS in Campus School South CSS-113.