

Employee Access Form

Updated 1/17/18



TEXAS TECH UNIVERSITY
Operations Division

This form is for giving access to shared folders, applications and communication systems for new or existing users. Please fill out the form as it pertains to the user requiring access.

After completing this form please do the following:

- 1) Save this form with edits
- 2) e-Mail a copy to pplant.is@ttu.edu
- 3) Submit a work order on [iService Desk](#)

Note: Some employee access may be dependent upon their e-path being cleared and will take longer than others.

Employee Information

Name of employee:

Department:

eRaider name:

R-Number:

Manager of employee:

Existing user with comparable access:

Required Folder Shares

_Operations_Routing_HR

_Operations_Routing_Training

742-4OPS

ATT_Log

BMC_Projects

FAC

ODES

ODES_Admin

ODES_Shared

ODPA_Catalog

ODPA_DeptAdmin

ODPA_Projects

Operations_Admin

Operations_Administrative_Resources

Operations_Asbestos

Operations_AVP

Operations_AVP_Admin

Operations_Awards

Operations_BMC	<input type="checkbox"/>	Operations_Business_Services	<input type="checkbox"/>
Operations_Business_Services_Admin	<input type="checkbox"/>	Operations_Drawings	<input type="checkbox"/>
Operations_ElectricShop	<input type="checkbox"/>	Operations_ElevatorLogs	<input type="checkbox"/>
Operations_Energy_Management	<input type="checkbox"/>	Operations_EngSvcConstReview	<input type="checkbox"/>
Operations_Financials	<input type="checkbox"/>	Operations_Fleet_Management	<input type="checkbox"/>
Operations_Grounds	<input type="checkbox"/>	Operations_Grounds_Admin	<input type="checkbox"/>
Operations_Lock_Shop	<input type="checkbox"/>	Operations_Logs	<input type="checkbox"/>
Operations_MailTECH	<input type="checkbox"/>	Operations_Marketing	<input type="checkbox"/>
Operations_ODPA	<input type="checkbox"/>	Operations_Procurement	<input type="checkbox"/>
Operations_Psychology	<input type="checkbox"/>	Operations_RRS	<input type="checkbox"/>
Operations_Services	<input type="checkbox"/>	Operations_Services_Admin	<input type="checkbox"/>
Operations_SignShop	<input type="checkbox"/>	Operations_Uilities	<input type="checkbox"/>
Operations_Uilities_Admin	<input type="checkbox"/>	Operations_Uilities_Cost_Analysis	<input type="checkbox"/>
SAC	<input type="checkbox"/>		

Mailboxes, Calendars, Phone Numbers, Printers & Software

Mailboxes & distribution lists needed:

Calendars needed:

Phone numbers needed:

Printers needed:

Software needed:

Required TMA Access

Employee Role:

- Technician (for time entry)
- User (for application)
- Both

Employee with comparable access:

Business Services Share:

OPSDIVBARC01 Access:

- Read Only
- Full

Folders Needed:

Note: If applications are not required, please save, [e-Mail the form](#) and [submit a work order](#).

Required Applications

TechSID Applications needed:

- (odcci) Campus Condition Index
- (facinv) Facilities Inventory Core
- (facinvmobile) Facilities Inventory Mobile
- (psdadmintools) IT Administrative Tools
- (odmip) Matador Information Portal
- (odehsvip) OD AIMS Interface
- (psdreportportal) ODPA Report Portal
- (odrms) ODPA Request Management
- (pasysadmin) ODPA System Administration
- (odemis) Operations EMIS
- (odcsc) Ops Div Campus Support Comm
- (odkms) Ops Div Key Management System
- (odservices) Ops Div Services
- () SUS Interface
- () System Control Interface
- (gisadmin) VIP Administration Application - KPI

Reminder: Please submit saved copy of form to pplant.is@ttu.edu and create work order at [iServiceDesk](#) to ensure the employee will be added correctly. Some employee's e-path's may not be cleared and take longer to process than others.