

Employee Access Form

Updated 1/10/2020



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) 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 Onboarding Process:

The Employee Onboarding process starts when the Administrative Resources Office (ARO) initiates the e-path process and activates the employee's access. Once the employee has been activated, their supervisor will receive an email containing the employee's R#, eraider, and blank Employee Access Form.

After receiving the Employee Access Form, the supervisor needs to fill in all required fields. The employee's access will be processed faster when provided with the name or R# of an existing user with comparable access.

Once the form has been completed, the supervisor needs to submit a work order on [iService Desk](#). The completed Employee Access Form needs to be attached to the work order.

Note: This form should also be used for updating access for existing users. A blank Employee Access Form can be accessed from the [Operations Division Employee Page](#).

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_AVP_Admin

_Operations_Routing_Training

Operations_Awards

742-4OPS

Operations_BIMAR

ATT_Log

Operations_BMC

BMC_Projects

Operations_Business_Services

FAC

Operations_Business_Services_Admin

ODES

Operations_Drawings

ODES_Admin

Operations_ElectricShop

ODES_Shared

Operations_ElevatorLogs

ODPA_Catalog

Operations_Energy_Management

ODPA_DeptAdmin

Operations_EngSvcConstReview

ODPA_Projects

Operations_Financials

Operations_Admin

Operations_Fleet_Management

Operations_Administrative_Resources

Operations_Grounds

Operations_Asbestos

Operations_Grounds_Admin

Operations_AVP

Operations_Groups

Operations_ID_Office	Operations_RRS
Operations_Lock_Shop	Operations_Services
Operations_Logs	Operations_Services_Admin
Operations_MailTECH	Operations_SignShop
Operations_Marketing	Operations_Uilities
Operations_ODPA	Operations_Uilities_Admin
Operations_Procurement	Operations_Uilities_Cost_Analysis
Operations_Psychology	SAC

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

Additional Folders Needed:

Note: If applications are not required, please save 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
 - (odbusservices) Ops Div Business Services
 - (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
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Reminder: Please create a work order at [iServiceDesk](#) and attach this form to ensure the employee will be added correctly. Some employee's ePAF may not be cleared and take longer to process than others.