

USI INTERNET USER ACCOUNT REQUEST

Type of request:

New Internet User*: _____

Retired/Delete User: _____

E-mail or fax completed form to:

Attn: Registrations Manager

702 Langdon St, Madison, WI 53706 or

Fax (608) 265-3163 or

E-Mail to registrationsmanager@pyle.wisc.edu

Last Name:	First Name:	MI:	Work Phone:
E-mail:		Job Title:	
Dept Name:		Office Address:	City, Zip:
Department Number:			

TERMS OF THIS AGREEMENT

Your password is intended for your use alone and you must not disclose your password to anyone. Your password verifies your logon identification and you are responsible for keeping it confidential. Your Password will be required to be changed every 90 days and meet established standards. Your use of University computing resources is restricted to authorized University of Wisconsin business. You may only use your access to registration data for which you have specific authorization. Violation of these terms may result in disciplinary action or legal action or both. Logins not used for more then 9 months will be inactivated.

I HAVE READ THE ABOVE TERMS AND AGREE TO THE TERMS

User signature	Date	Supervisor Approval	Date
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REGISTRATIONS DEPARTMENT USE ONLY:

Registration Staff Approval (Pyle)	Date	Administrator Completion (Pyle)	Date
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*See second page for description.

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Internet Users

- Will likely meet the needs of program directors and most coordinators.
- Users will gain the access they need to the system by simply having an internet login which will allow them to login to our registration system page from anywhere they have web access and pull down a series of real-time reports based on programs they are affiliated with.
- The program information that these individuals will have access to includes real-time rosters with contact information, counts on events (programs) and functions (sub-sessions) and financials on revenue anticipated based on current enrollment (including paid registrations and balance dues).
- On each event (program), one director and up to 4 additional coordinators can be listed. Those indicated on the event will then have access to the event information.
- The internet users will use their standard work e-mail address and a password to access these reports.
- Internet users are unlimited and departments can have as many as they would like. Keep in mind they must be listed as a director or coordinator (up to 5 total/event) on an event to be able to see reporting on the event(s).

You will receive an e-mail from a System Administrator once your internet login processing is complete.

Additional information will be provided for user materials and training available as well as a link for report only access.

Name: Print or type the name of the user
Contact Information: Complete the contact information
Department Number: (formerly UDDS)
UW Extension example 41 3400
UW Madison example 86 8100
Department Authorization: Immediate Supervisor/Director Signature