



Midwestern University Technology Request Form

- ☐ New Hire
☐ Termination
☐ Change / Transfer
☐ **Special Request**

Date Submitted: _____

Date Needed: _____

If Temp – Expiration Date: _____

Employee Information:

Last Name: _____

First Name: _____

Title: _____

Dept / College: _____

Phone Number: _____

Building: _____ **Room #:** _____

Is there an existing computer at this location? ☐ Yes ☐ No

If No, will one be needed? ☐ Yes ☐ No

Special Software Requirements: _____

Special Hardware Requirements: _____

Network Access:

- | | |
|--|--|
| <input type="checkbox"/> Faculty/Staff Network Access | <input type="checkbox"/> E-Mail Access |
| <input type="checkbox"/> Administrative Library System (Horizon) | <input type="checkbox"/> Internet Access |
| <input type="checkbox"/> TurnItIn.com (plagiarism) | |

CARS Access *(please check required access levels):*

- ☐ Online MWU Access (<http://online.midwestern.edu>)

(You will also need to submit an Online Grading Request Form to view/enter grades, print class lists, or access online transcripts.)

CARS Module Access

(Only available to staff in departments listed below.)

- ☐ Admissions Module
☐ Business Services Module
☐ Alumni/Development Module
☐ Financial Aid Module
☐ Registrar Module
☐ Student Services Module

Other CARS Access

- ☐ View Admission/Student Data
☐ View Immunization Data
☐ Submit Online Requisitions
☐ Approve Online Requisitions
☐ View Departmental Budget
☐ Other _____

Blackboard Access:

- ☐ Create User Account

Enroll in Course ID: _____

Enroll in Course ID: _____

Enroll in Course ID: _____

Role: _____

Role: _____

Role: _____

☐ **Other (Please Explain):** _____

Approvals:

Department Head Signature

Human Resources Signature

Information Technology Services

Information Technology Services
Please mail or fax to ITS
IL-x7354 AZ-x3292

Date Rec'd: _____ HD Ticket #: _____
User ID: _____

Last Rev. 11/29/05