

County-Paid Affiliates | Computer Access Form

**IT IS IMPORTANT THAT ALL THE FIELDS BELOW CONTAIN THE NECESSARY INFORMATION.
INCOMPLETE FORMS WILL NOT BE PROCESSED!**

COMPLETE THE REQUIRED FIELDS ON BOTH PAGES AND THEN PRINT FOR SIGNATURE(S).

Once this form is complete, it must be approved by the District Director and forwarded onto MSUE HR. Once the form is processed, notification will be sent to the supervisor/district support and/or the person gaining systems access.

An ANR account can only be granted following notice of the individual's NetID.

Account Type:

Existing NetID (if applicable):

Alternate email address:

Name of person requiring access (First Middle Last):

Start Date:

Date of Birth:

Office Phone Number (REQUIRED):

Job Title:

Institute Name:

Primary County/District:

Office Mailing Address:

Supported Counties (i.e. if it needs to be included in ANR access listed below):

Employee requires the following access – please mark all that apply

- MSUE SharePoint:
 - MSUE.SG.All.SharePoint (provides generic access to MSUE SharePoint locations such as MSUE Staff)
 - MSUE_CO and CountyName
 - MSUE
 - Institute folder (as permitted)
 - Other folder(s)? Be specific; include file path

- PEARS
- VEND Cashier (entering sales)
- VEND Manager (entering/correcting sales and preparing deposits)
- Premium Zoom
- Google apps

Generic ListServ, Distribution Lists (DLs)

- MSUEEVERYONE ListServ- **REQUIRED**
- MSUE.DL.AllUsers- **REQUIRED**
- MSUE.DL.<COUNTYNAME>

Institute Specific Distribution Lists (DLs):

- MSUE.DL.AgricultureandAgribusinessAll
- MSUE.DL.CFEIAll
- MSUE.DL.CYFCAAllUsers
- MSUE.DL.HNIAAll
- MSUE.DL.PrepmiChildrenYouth

For all other DL's, please provide the exact name of the DL.

If you aren't sure of the name, you can find them in the address book in Outlook by searching for MSUE.DL... (Example: MSUE.DL.ACMembers or MSUE.DL.CY4H_PC)

Please list any other access needed that has not been listed in the above fields.

Request/Approval

Signature: _____ Date: _____
Signature should come from District Director.

Please cancel affiliates that are no longer needed as soon as possible by emailing Extension Human Resources at msue.hr@msu.edu.