

**Request to Add or Delete User Access**

Please complete this form and submit a PPM Chargeback Requisition when adding access users, or a PPM work request (ext. 2222) for deletions. There is no charge for deleting access users. At the bottom of this page, please provide an authorized signature of either the Dean, Chair, or Department Head and include the chargeback or work request number.

Please allow up to 48 hours for your request to be completed. If you have an emergency situation and need the request completed sooner, please contact Work Control at ext. 2222 and indicate that the request is urgent.

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| Locations: | Name and  CSUN ID # | Add:  √ | Title:  1 = Faculty  2 = Student  3 = Staff  4 = Parent  5 = Contractor | Delete:  √ | Contact Person:  Responsible for adding or deleting user access |
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Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext.: \_\_\_\_\_\_\_\_\_ Department or College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Request or Chargeback Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_