

REQUEST FOR AUTHORIZED USER FORM

Department: _____

School/College/Division: _____

The University is in the process of finalizing an automated system that will place the current OEO Tenure/Tenure Track Plans into an electronic format. It is estimated that the system will be ready for use early Fall 2017. The Provost will announce when full use of the system will be required, and the paper forms no longer accepted by OEO.

The individuals selected by the Department to enter hiring information into the system will be referred to as **Authorized Users**. Please complete the chart below for all Authorized Users who will be entering hiring plan information into the automated system (it is suggested that each department identify at least two individuals). In addition, **all Authorized Users must be trained before they are authorized to use the automated system**. Please go to <http://oeo.wayne.edu/training.php> to select a training date.

First Name	Last Name	Access ID

Training Date Selected: _____

Please return this form to oeo@wayne.edu by **September 25, 2017** and please contact OEO at (313) 577-2280 with any questions.

Print Submitter's Name:

Date

Email: _____

Department Chair:

Date

Email: _____