REQUEST FOR AUTHORIZED USER FORM

Department:

School/College/Division:

All individuals who enter information for the Tenure/Tenure Track Faculty Hiring Plans must be trained to enter this information electronically. The individuals selected 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 **at least three business days** before the scheduled training. Please contact OEO at (313) 577-2280 with any questions.

_____   _____

Print Submitter's Name: Date

Email:

_____   _____

Department Chair: Date

Email: