New OBS User and Permissions Change Request

New User Information

Name:	
User ID:	
Primary OBS Responsibilities:	
Work Location:	
Work Phone Number:	
Email Address:	

Supervisory Information

Name:	
Work Phone Number:	
Email Address:	

Reason for Request

New User		**Comments:**
Change of User Group Permissions		
Employment Termination		

Supervisor's Certification

I certify the requested new OBS user has received the appropriate OBS user training in the area of trust, canteen and/or restitution accounting for which I am requesting they be granted system access and user group permissions.

Signed:_____

Date: _____

Date System/User Access Granted _____

Signature of Person Establishing Access Rights:

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