PageUp People Access Request Form

Please Note: This is a required form to gain access to the PageUp People, and must be approved by the employee's manager and department.

This request should be made in advance of the access.

EMPLOYEE INFORMATION SECTION

Last Name: First Name: UID:

Job Title: Email:

Department: Work Phone:

CONFIDENTIALITY STATEMENT (must be signed by the employee)

I understand that the data obtained from any Illinois State University system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data. I understand that I am individually accountable for the use of my User ID (ULID) in said system(s). Improper use could result in consequences as dictated in accordance with Illinois State University policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: _____

Requesting Access to

        Position Descriptions for entire Department/Teams and access to recruit/post

        Post openings for Student/Graduate assistants

Supervisor Name _____Signature:_____Date_____

Dept. Head (if different) _____ Signature:_____Date_____

*Please print, sign, and either scan and email to recruiting@ilstu.edu OR place in campus mail to address below